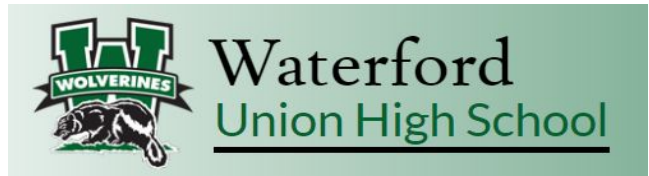


Waterford Area Schools Pandemic Plan and Resources



February 27, 2020

Table of Contents

1. Pandemic Action Plan	Page 2
2. Planning Committee	Page 3
3. Pandemic Level of Severity Triangle	Page 4
4. Level 1: Planning & Preparation(Mitigation and Prevention)	Page 5
5. Level 2: Alert (Take Precautions and Prepare)	Page 13
6. Level 3: Standby(Initiate Surveillance and Heightened Awareness)	Page 14
7. Level 4: Implement Full Activation of the Response Plan (School Closures)	Page 17
8. Level 5: Recovery (Reopening of Schools)	Page 19
9. School Response to Pandemic Flu Flow Chart	Page 21
10. Exhibit 1: Sample Parent Letter Prevention	Page 22
11. Exhibit 1a: Tips for Parents on Coping with Pandemic Flu	Page 23
12. Exhibit 2: Sample of a Letter to Parents	Page 24
13. Exhibits 3 & 4: Sample Press Release & Parent Letter (Schools Open)	Page 25
14. Exhibit 5: Sample Key Messages for School Officials (Outbreak)	Page 27
15. Exhibit 6: Sample Parent Letter (Expanded Outbreak)	Page 28
16. Exhibits 7 & 8: Sample Parent Letters (School Closure)	Page 29
17. Exhibits 9 & 10: Sample Press Releases(Schools Closure)	Page 31
18. Exhibit 11: Notice of School Closure	Page 33
19. Exhibit 12: Sample Key Messages for School Officials (School Closure)	Page 34
20. Exhibit 13: Sample Parent Letter (School Re-Opens)	Page 35
21. Exhibit 14: Administrative Planning Document	Page 36
22. Exhibit 15: Resources	Page 37
23. Pandemic Severity Index and Community Strategies by Pandemic Flu Severity	Page 38
24. Flu vs. Cold vs. Pertussis Chart	Page 40
25. CDC Pandemic Flu Planning Guide	Page 41

Waterford Area Schools

PANDEMIC ACTION PLAN

February 27, 2020

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

This action plan has been developed to assist administrators and school personnel to help prevent and prepare for a health-related emergency. The Pandemic Planning Committee worked collaboratively in the development of the initial draft.

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

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

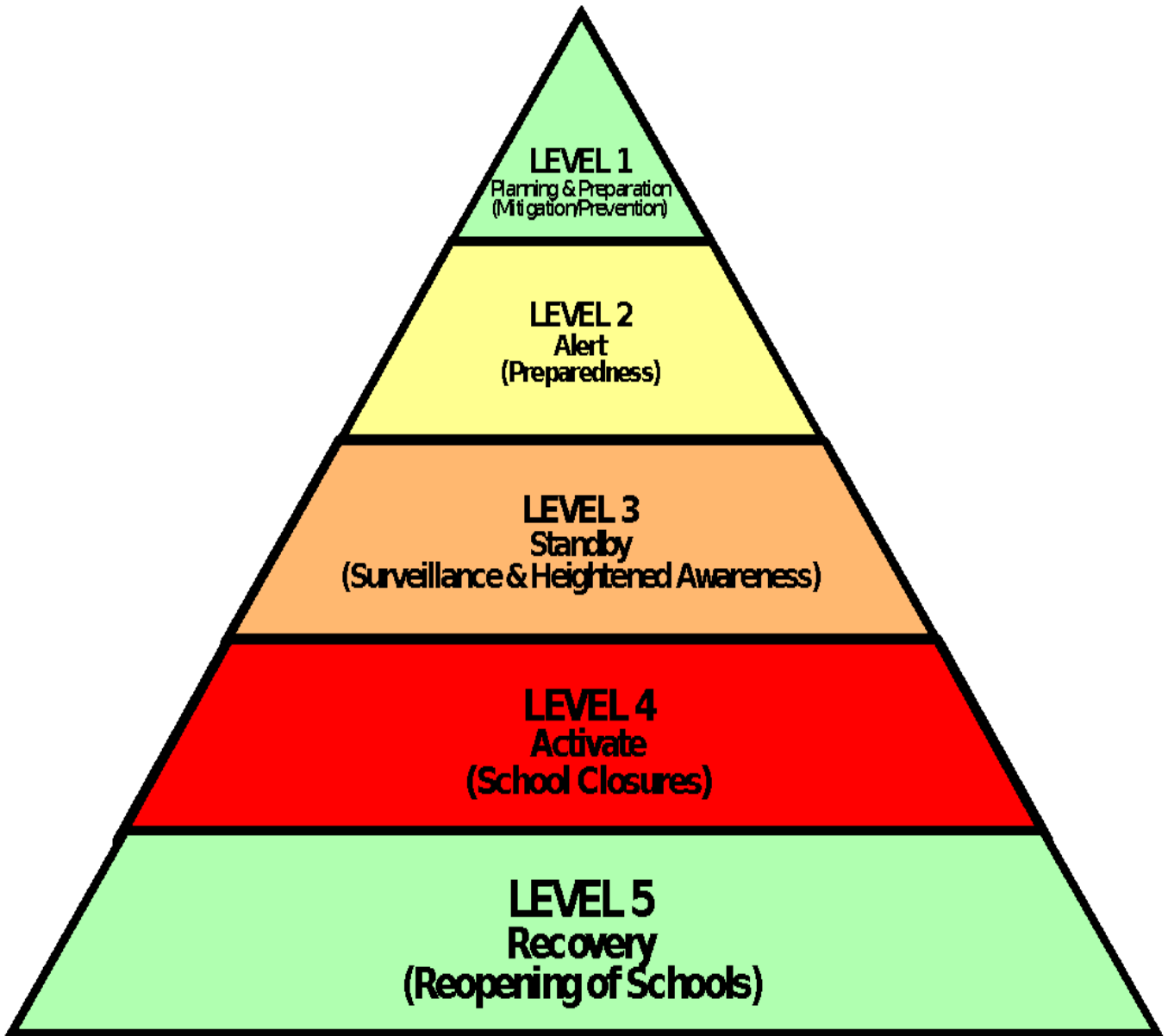
Jane Aegerter	Director of Student and Staff Services	262-514-8250, extension 1051
Chris McMahon	School Nurse	262-424-2868

INITIAL PANDEMIC PLANNING WORKGROUP MEMBERS

NAME	TITLE	REPRESENTING
Jane Aegerter	Director of Student and Staff Services	District Pandemic Co-Manager
Denise Woodruff	Human Resources/Safety Coordinator	District Pandemic Co-Manager
Chris McMahan	School Nurse	District Health Services
Kim Allen	School LPN	District Health Services

PANDEMIC PLANNING MEMBERS

NAME	TITLE	REPRESENTING
Jane Aegerter	Director of Student and Staff Services, WGSD	District Pandemic Co-Manager
Denise Woodruff	Human Resources/Safety Coordinator, WGSD	District Pandemic Co-Manager
Ed Brzinski	District Administrator, WGSD	Waterford Graded District Public Information Officer
Lucas Francois	District Administrator, WUHS	Waterford Union High School Public Information Officer
Carrie Reid	District Administrator/Principal, Drought	Drought School Public Information Officer, Off-Site Instruction
John Lehnen	District Administrator/Principal, North Cape	North Cape School Public Information Officer, Off-Site Instruction
Jill L. McGrath	District Administrator/Principal, Washington-Caldwell	Washington-Caldwell School Public Information Officer, Off-Site Instruction
Sandra Asmussen	Special Education Director	Waterford Area Schools
Sloan Allen	Director of Curriculum and Instruction, WGSD	Off-Site Instruction, WGSD
Chris McMahan	School Nurse	Waterford Area Schools Health Services
Kim Allen	School LPN	Waterford Graded Schools Health Services
Laurie Moser	Transportation	Dousman Transportation



LEVEL 1 PLANNING & PREPARATION (MITIGATION AND PREVENTION)

BACKGROUND

A. Purpose

This plan provides guidance to the school district to prepare and respond to pandemic outbreaks. The plan includes guidance for outbreaks ranging from endemics, to outbreaks of greater severity including a pandemic. Information in this plan supplements the school district's existing emergency plans.

B. Goals

- Minimize the spread of the pandemic organism.
- Maintain essential school services.
- Maintain continuity of learning for all students.
- Minimize social disruption for families and staff.
- Minimize economic losses for families and staff.
- Coordinate efforts with partners.

C. Authority

The school district will implement this plan under authority of the School Board and is subject to state laws.

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

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

D. Assumptions

- Susceptibility to the pandemic organism will be universal.
- Most likely a pandemic will be caused by a novel (new) virus.
- In an affected community, a pandemic outbreak may last several weeks. Depending on the organism multiple pandemic disease waves may occur. Following the pandemic, the new viral subtype is likely to continue circulating and to contribute to disease.
- The clinical disease attack rate may be 30% or higher in the overall population during a pandemic. Depending on the organism illness rates may be highest among school aged children (about 40%) and decline with age. Among working adults, an average of 20% will become ill during a community outbreak.
- During an outbreak of increased severity, absenteeism attributable to illness, the need to care for ill family members and fear of infection may increase during the peak weeks of a community outbreak, with lower rates of absenteeism during the weeks before and after the peak.
- Rates of absenteeism will depend on the severity of the pandemic.

- There may likely be significant disruption of public and privately owned critical infrastructure including transportation, commerce, utilities, public safety and communications, food supply, health care and fuel supplies.
- Risk Communication will be critical during all phases of planning and implementation of a pandemic response. The general public, health care system, response agencies, and elected leaders will need continuous updates on the status of the pandemic outbreak, impacts on critical services, the steps being taken to address the incident, and steps the public can take to protect themselves.

PLAN MANAGEMENT

Existing emergency plans and lines of authority should be applied during a pandemic outbreak. This plan outlines operational priorities and responsibilities for making decisions necessary to manage an outbreak. This includes responsibility for preparing and maintaining the plan, making policy decisions, coordinating tasks, and mobilizing additional resources.

GETTING STARTED

1. **Identify the authority for declaring a public emergency at the state and local levels and for officially activating the district’s pandemic influenza contingency management plan.**
 - **Central Racine County Health Department**
Note: If the Central Racine County Health Department (public health) directs the closing of schools during a pandemic, the days that the school is closed would count toward the mandatory hours requirement. There may be other considerations however, that still must be met, i.e. ESSA, and State testing requirements, etc.
 - **Board of Education & District Administration**
Note: The Board of Education may decide to close schools without the direction of the Central Racine County Health Department during a pandemic. Doing so, however, has ramifications. The District would need to apply to the Wisconsin Department of Public Instruction for a waiver of instructional time lost. The Department is not obligated to approve such a request, and days would need to be made up.
2. **Ensure appropriate school system personnel attend planning meetings with the Racine County Health Department and contribute to the Health Department’s plan to meet the needs of the community.**
 - Identify requirements for reporting incidents and capturing data for surveillance purposes (surveillance refers to identifying and reporting to Central Racine County Health Department of influenza-like symptoms and increased absenteeism observed at the school and department levels to assist in capturing patterns and areas of concern).
 - The school office secretarial staff will track absences via skyward and by paper and contact the school nurse when they reach the 10 percent threshold or notice an increase in sick calls.

Building attendance secretaries observe level of absenteeism and record absences on the designated log for symptomatic students. A report can also be run to list all those students who were out on any given day due to illness using the student information system. Then, the secretaries will call, or e-mail, the school nurse to report that student illness numbers are up from the norm. On a weekly basis, the school nurse will contact Jane Aegerter, Director of Student and Staff Services, who will then call the Central Racine County Health

Department to report the numbers of students out. Secretaries will also inform their building principal of these numbers. Building principals will share this information with Ken Quandt, Director of Building and Grounds and request that additional cleaning and sanitizing occur, especially on shared surfaces such as desks, doorknobs, phones, and keyboards.

3. **Appoint a pandemic manager to coordinate development of the pandemic plan.**
 - Jane Aegerter, Director of Student and Staff Services (262-514-8250)
 - Denise Woodruff, Human Resources/Safety Coordinator (262-514-8250)
4. **Review district emergency response and infectious disease policies and procedures for necessary revisions.**
 - Develop protocols for dealing with ill staff/students
 - Follow procedures outlined in 5000-series policies (Emergency Nursing Services, Procedures for Handling Illnesses and Injuries)
5. **Identify and purchase resources for immediate and long-term use, e.g., tissues, first aid kits, masks, etc.**
 - The School Nurse will make sure that appropriate medical supplies, such as gloves, masks, first aid kits are available and stocked in each building. Staff may use PPE (Personal Protective Equipment) as appropriate.
 - Custodians will stockpile gloves and appropriate cleaning/sanitizing products, including antibacterial soap, at their building.
 - The Activity directors will make sure that general physical education materials are properly cleaned and sanitized after each use.
6. **Review cleaning policies, practices, and supplies for revisions and needed staff development.**

Review Racine County Department and United States Department of Agriculture food service procedures for food sanitation and safety and include in HACCP plan.

 - Director of Maintenance provides these instructions to building custodians and updates periodically as appropriate.
 - Director of Food Services maintains and updates the district's Hazardous Analysis Critical Control Point plan.
7. **Identify policies and procedures that need to be in place or need to be revised (e.g. sick leave, sick leave bank).**
 - Investigate waiver for unexcused absences being made excused and allow for make-up work.
 - Review *Declared Emergency Leave* policy to include several provisions on suspending reporting of leave for staff and waiving leave requirements. Assign administrative staff to work from home if possible.
 - Review and incorporate health department policies for students and staff regarding procedures to be followed for returning from illness.
8. **Develop and print hand washing and influenza screening posters for school and department use.**
 - See “Healthy Habits Help Keep Your Family Well,” “Cover your Cough,” and “Hand Washing Is The In Thing To Do” posters.

9. **Establish link on district web site to www.pandemic.flu.gov, www.ready.gov, www.redcross.org, and [Central Racine County Health Department](#)**
 - Administration Assistant/Communications Specialist will have these links placed on the district's web site.

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

The district's ICS is established in the crisis management plan. The Pandemic Co-Managers communicate to the District Administrators. District Administrators communicate to staff, and then secretarial staff communicates to parents and students. The Public Information Office or the Pandemic Co-Managers communicate to the media.

11. **Set up a contact list and update regularly.**
 - See Crisis Management Plan contact list.
 - See Resources contact list (Exhibit 22)

12. **Establish a communication process to initiate the plan that includes recovery information, to be triggered by notification by the Central Racine County Health Department of significant incident(s).**
 - Central Racine County Health Department notifies Pandemic Co-Managers to initiate a plan.
 - District messaging system will be implemented to communicate with all stakeholders.

13. **Identify information to be translated for written and broadcast use at school and throughout district.**
 - Ensure language, culture, and reading level appropriateness in communications by referencing different language and/or ethnic groups. This will be done through the EL teacher.
 - Communications to students, parents and staff have been drafted. They include letters to parents regarding prevention, preparation, initial outbreak with schools remaining open, expanded outbreak and urging ill children to stay home, tips for parents on coping with pandemic flu, press releases, key messages for school officials, school closure ordered, and schools reopen. See samples attached.
 - These communications will be translated into other languages.

14. **Collaborate with Central Racine County Health Department for public service announcements and updates to be distributed to schools and families.**

15. **Establish communication path for district administrators and all staff for plan review and ongoing updates.**
 - The Pandemic Planning Committee has scheduled their annual review meeting for September of each year.

16. **Develop a continuity of operations plan for essential Central Office functions, including payroll.**
 - District will establish a plan for daily backups of data. These backups will be taken off-site each day for protection.
 - Districts business office staff will develop a continuity of operations plan should a pandemic occur.

17. **Develop communication plan for each level of the plan, for immediate distribution when trigger occurs.**

- Develop platforms (hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
- Produce parent letter with general influenza precautions for start of school packets.
- Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the media to provide regular updates as the influenza pandemic unfolds.
- Test District communication vehicles periodically in advance of a crisis or pandemic.
- School closures or delays: communications with staff and the media are updated annually.
- Sample parent letters with tips are attached (Exhibits 1, 1a, 2)
- District emergency contacts and resource lists are updated periodically.
- The District has several communication vehicles in place. Each administrator has a cell phone, as well as the maintenance and technology director. Two-way radios are in place as a backup communication within buildings. The District will utilize Social Media as well as mass communication through email and phone. The District can also use building marquees, electronic billboards, monthly newsletters, and local newspapers, such as the Racine Journal Times

WORKING WITH THE SCHOOL COMMUNITY

(Take care not to be an alarmist. Show confidence in the district's plan by taking a calm, planned approach.)

1. **Coordinate with other District crisis management plans, i.e. declared emergency committees and mental health staff.**
2. **Develop communication plan for each level of the plan, for immediate distribution when trigger occurs.**
 - Develop platforms (e.g. hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
 - Provide parent letter and Q & A on Influenza and the District's plan.
 - Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use to provide regular updates as the influenza pandemic unfolds.
 - The District will develop a Pandemic Flu page for the District website with a link from the District's Home Page.
3. **Develop and distribute communications information on prevention of precautionary measures for germs and infectious disease, for school, parent, student, and community use.**
 - Develop FAQ for school use and for the web.
 - Collaborate with Central Racine County Health Department to develop public service announcements and informational sessions for broadcast.
 - District to place information in parent letters, newsletters, Racine Journal Times, on marquees, and electronic bulletin boards.
 - Various curriculum and hands-on demonstrations (situational curriculum) are taught to students K-6.
4. **Establish communication systems/channels that allow for the expedited transmission and receipt of information.**
 - Dedicated radios for Incident Command System (ICS) personnel – align with crisis emergency plans.
5. **Provide posters, with translated versions, for hand washing, general influenza precautions and screening to schools and departments.**
 - May need to have posters translated in different languages.
6. **Direct schools to have soap in restroom dispensers and paper towels available at all times.**
 - Building custodians responsible to make sure these items are always out and available.
7. **Provide information to School Board members, including planning document.**
8. **Clarify school district's role in local response plans via the Central Racine County Health Department.**
 - Racine County Health Department will communicate the response level needed to the Pandemic Flu Co-Managers as information becomes available. The District supports the efforts of the Racine County Health Department.
 - Cancellation of co-curricular and extra-curricular activities, during a pandemic, will be determined by the Racine County Health Department (public health), based on the Pandemic Severity Index, in conjunction with the Administration and Board of Education.

**PLANNING FOR CONTINUING EDUCATIONS OPPORTUNITIES
FOR STUDENTS AND ADDRESSING WORKFORCE NEEDS**

- 1. Develop scenarios describing the potential impact of a pandemic event on student learning (e.g. student and staff absences), school closings, extracurricular activities, and plan for continuing educational opportunities.**
 - Plan for continuation of learning using recommendations provided by the Department of Public Instruction.
 - Whenever possible, Student Services will plan for any special needs of free/reduced lunch students who rely on school food program
 - Determine any potential waivers needed for District or state policies/requirements.
 - Various methods of instructional delivery are available to staff at all levels in the District. They include Google Classroom, podcasting, email, substitutes, student teachers, parent or other volunteers, retirees, temps, older to younger children, class reorganization for social distancing, etc. If highly qualified teachers are not used during this time, due to a shortage, the District is required to notify parents, DPI and U.S. Department of Education of this event and tell them why the District is using the personnel it is. The methods used will be different at each level to accommodate different age groups. The administrative team will develop a decision tree to help guide the District should a pandemic occur that requires continued instruction or rescheduling of instruction. See attached Administrative Planning Steps (Exhibit 14).
 - When schools are closed due to a pandemic and instruction is provided to any group of students, students with IEPs and ELs must also have instruction. It may be necessary to convene an IEP team to address how the specific instructional needs of those students will be addressed during the school closure or when limited staff are available.
 - Students with IEPs and ELs will have equal access to educational opportunities and assistive technology.
 - If schools are closed and state and federal testing requirements are delayed, the District administration must notify the U.S. Department of Education.
 - Students will be allowed to make up their work after a pandemic, based on hours missed.

- 2. Identify a plan for moving students from one area of a school to another (isolation of sick students until pick up).**
 - Students who become ill at school will be quarantined, either outside the building, if weather permits and a supervisor is available, or in a separate room away from other students and staff. If any of the previous options are not available, masks or tissues will be used.
 - Parents/guardians are the first choice transporters of ill students. The second choice transporter is an emergency contact listed for the student.
 - Social distancing of at least six (6) feet between students will be implemented. This may require the movement of desks, tables, chairs, and/or reorganization of classes and instructional times.

3. Consider workforce needs.

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

LEVEL 2

ALERT (TAKE PRECAUTIONS AND PREPARE)

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

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

PREPAREDNESS

- 1. Review pandemic plan for full implementation, checking for up-to-date information on the District's website.**
 - Keep all contact information current.
 - Provide ongoing briefings to key staff on roles and responsibilities.
 - Follow identified precautionary measures.
 - If possible, identify an isolation room. At each school it will be the Health Room..
 - Ensure that first aid kits are fully stocked.
 - See contact and resource lists attached (Exhibit 15)
 - Provide updates to the Administrative team as known.
 - Place updates on District's website.
 - Pandemic Planning Committee will meet annually to revise the plan.
 - Each building will use an isolation room (if one has been identified) and make sure it is supplied with a First Aid kit.

- 2. Keep relevant groups informed.**
 - Parent groups should be provided with information for Level 2.
 - See parental letters and tips (Exhibits , 1a and 2)

- 3. Institute increased disinfectant processes by custodial/cleaning staff.**

LEVEL 3

STANDBY (INITIATE SURVEILLANCE AND HEIGHTENED AWARENESS)

Trigger: Central Racine County Health Department notifies District contact warning of suspected / confirmed cases(s) of pandemic influenza within the state of Wisconsin.

Goals: Initiate surveillance of staff, students and other school visitors and personnel to assist the Central Racine County Health Department in close monitoring of influenza like incidents. Initiate use of level Three Influenza Planning Flowchart.

INITIATE SURVEILLANCE AND HEIGHTENED AWARENESS

(Surveillance refers to identifying and reporting to Central Racine County Health Department influenza-like symptoms and increased absenteeism observed at the school and department levels to assist in capturing patterns and areas of concern.)

- 1. Maintain links with relevant agencies and community support networks.**
 - District administration and pandemic planning committee members will continue to monitor, collect, and share updates.
 - Updates on pandemic related issues will be posted on the District's web site.
 - Central Racine County Health Department will stay in communication with the District's contact.

- 2. Review pandemic plan**
 - Check to ensure staff and student contact details are correct.
 - Brief staff on roles and responsibilities, including isolation of students/staff per Level Three Influenza Planning Flowchart.
 - Pandemic planning committee reviews the plan annually and makes revisions as needed.
 - Annually train staff on pandemic plan.
 - Annually schedule a meeting with the Administrative Team to determine areas of weakness and provide refresher of plan components, roles and responsibilities of staff.
 - Building principals and secretaries update student contact information.
 - Office staff update staff contact information as provided.

- 3. Keep relevant groups informed through briefings, district conferences, emails, newsletters, and websites.**
 - Each district will keep web site updated on pandemic issues.
 - Building principals will include pertinent information in newsletters as provided by District administration or Central Racine County Health Department.
 - List of pandemic flu symptoms will be given to schools and sent home to parents.

- 4. Remind staff, students and parents about:**
 - The difference between symptoms of common cold and influenza.
 - The importance of good hygiene practices.
 - The importance of staying home when sick.

- ☐ See sample letters attached (Exhibits 3 and 4)
- ☐ See posters and informational brochures attached.
- ☐ Pandemic flu symptoms recognition to be communicated to all staff.

5. **Monitor field trips/community-based learning activities**
 - Based on the Pandemic Severity Index, travel may be restricted or suspended.
 - If traveling to an area with confirmed cases of pandemic flu, requests are to be reviewed by the Pandemic Flu Co-Managers.
 - Travel is permitted to areas where there have been no confirmed cases of pandemic flu.
6. **Monitor recent domestic and international travel of staff, students, and parents (as far as possible).**
 - Based on the Pandemic Severity Index, travel may be restricted or suspended.
 - Central Racine County Health Department will continue to communicate with District contact regarding the current index rating for appropriate determination by District administration relative to travel.
 - Administrators should monitor domestic or international travel of staff, students and families, to the extent possible, by noting when someone indicates they are traveling.
7. **Confirm school's role in local response plans with Central Racine County Health Department.**
 - Central Racine County Health Department will work closely with the Pandemic Co-Managers to reinforce roles in the response plan.

INITIATE RESPONSE PLAN

1. **Maintain contact with Central Racine County Health Department and DPI.**
 - District contact to keep lines of communication open and flowing with the Central Racine County Health Department and appropriate state and federal departments.
2. **Make preparations for possible school closure.**
 - Make preparation for securing premises.
 - Do not close schools without specific direction from the Central Racine County Health Department.
 - Central Racine County Health Department will direct the closing of schools. This information will be communicated to the Pandemic Co-Managers, who will share it with the District Administrator, Board of Education, parents, staff, students, media, etc.
 - See sample parent letters.
3. **Keep relevant groups informed through briefings, conferences, emails, newsletters, and web sites.**
 - Communications to continue to all stakeholders from District administrators.
4. **Prepare staff and student contact lists for Central Racine County Health Department in case of school closure.**
 - Central Racine County Health Department may require information urgently to trace contacts of infected people. Make it clear that contact details will only be used for the purpose of pandemic management.
 - Identify two emergency contacts for each student.

- District needs to update its emergency contact information for staff and students on an annual basis.
5. **Consider cancellation of all staff travel plans (domestic and international).**
 - Follow all Central Racine County Health Department guidance. Review travel of staff working between areas or schools.
 - Pandemic Co-Managers will inform staff when travel has been suspended, based on the Pandemic Severity Index and Central Racine County Health Department's communication.
 6. **Monitor and attend to staff and students showing influenza symptoms.**
 - Monitor staff and students with increased rigor and immediately report to school nurse increased number of illnesses.
 - If numbers increase
 - Send notification to School Board, Administration Team, and Building Secretaries (Exhibit 5)
 - Send Parent letter (Exhibit 6)
 - Pandemic Co-Managers will report to Central Racine County Health Department increased illnesses among students and staff.
 - Pandemic Co-Managers will provide a symptoms list to building secretaries.
 - Staff will be provided assessment skills through school nurse communications.
 7. **Institute rigorous cleaning policies and practices to reduce the spread of a flu virus.**
 - Director of Building and Grounds will ask for *all* surfaces in all buildings to be cleaned and disinfected, including classroom manipulatives.

LEVEL 4

IMPLEMENT FULL ACTIVATION OF THE RESPONSE PLAN(SCHOOL CLOSURES)

Trigger: Central Racine County Health Department mandates school(s) closure.

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

CLOSING SCHOOLS

1. **Close school(s) as directed by Central Racine County Health Department, Superintendent and Board of Education.**
 - Send Parent Letters (Exhibit 7 or Exhibit 8)
 - Issue Press Release (Exhibit 9 or Exhibit 10)
 - Send Notice to School Officials including School Board, Administration Team, Building Secretaries (Exhibit 12)

2. **Provide previously identified educational opportunities to home bound students.**
 - Use of alternative instructional approaches based on appropriateness for grade level will be decided at time of school closure. These approaches may include but are not limited to teacher or DPI-developed educational packets, phone trees, email, mail, radio, cable television, internet, distance learning, podcasting, Google Classroom, etc.
 - Consideration of rescheduling of classes/alternate calendar during summer months will be made and administration will notify DPI and the U.S. Department of Education as appropriate.

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

4. **Post provided notices of closure on entry points and main buildings.**
 - Building personnel are responsible for posting notice of closure on all exterior doors.
 - See Notice of Building Closure (Exhibit 11)

5. **Keep relevant groups informed through briefings, conferences, emails, newsletters and web sites.**
 - Pandemic Co-Managers will communicate to District Administrator, Administrators, the Board of Education, staff, parents, students, community at large, via various means, as to the status of the schools being closed and/or remaining to be closed.
 - Pandemic Co-Managers will maintain communications with the Central Racine County Health Department.
 - Grants can be drawn down but only to the extent grant activities can be carried out.

6. **Collaborate with local agencies in making school facilities available in local response efforts, as previously identified.**
 - District will cooperate with the Central Racine County Health Department to utilize the schools as clinic sites in the event of an emergency to distribute medication, supplies or equipment to county residents. District will provide equipment as necessary.

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

LEVEL 5

RECOVERY (REOPENING OF SCHOOLS)

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

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

GETTING BACK TO BUSINESS AS USUAL

- 1. Access capacity of staff to resume normal school operations; determine staffing needs based on returning student population; provide appropriate staff coverage as necessary.**
 - Send Parent Letter to indicate School is opening (Exhibit 13)
 - Use plans for “clustering” of students to meet staffing needs and numbers of students returning, as appropriate.
 - See Administrative Planning Steps.(Exhibit 14)
 - District Administration will survey day care providers to determine if they will be open prior to making a decision to reopen.
 - District Administrators will contact bus transportation provider to determine if there are enough drivers to run routes for the reopening of schools, prior to making a decision to reopen.
 - Food Service Director will determine if there are enough food supplies to serve lunches, prior to the decision to reopen schools.
 - Custodial and Maintenance staff and other building staff will assess if there are enough supplies (operating and cleaning) available to resume classes. All this information will be shared with the administrative team before decision to reopen is made.
 - Pandemic Co-Managers will contact emergency responders to see if services are available for schools to reopen.
 - Once in the classroom, each Teacher will quickly assess the health of the students in attendance, as to whether they should be sent home, or they can stay at school. (Teachers will be given instructions on this simple assessment by the school nurse.)
 - Maintaining social distancing of at least six (6) feet is vital until notified otherwise by Central Racine County Health Department.
 - After school activities resume as usual.
 - Tap into other resources as needed, i.e. substitutes, temps, student teachers, retirees, volunteers, etc.

- 2. Clean and disinfect affected areas, including school busses and remote locations.**
 - Director of Building and Grounds will request custodial staff to clean and disinfect all surfaces in buildings.
 - District Office will request bus transportation provider to clean and disinfect the interior surfaces of all busses, including seats, windows, doors, bars, etc.
 - Director of Building and Grounds will verify that facilities have been properly cleaned in conjunction with building principals.

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

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

5. **Keep relevant groups informed through briefings, emails, newsletters and web sites using the developed recovery communications.**
 - Districts will update their website.
 - Building administrators will include updated information in newsletters, announcements, etc.
 - Should food shortages exist and no lunch is available at the schools, parents will be informed that their child should bring his/her own lunch to school.

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

School Response to Pandemic Flu

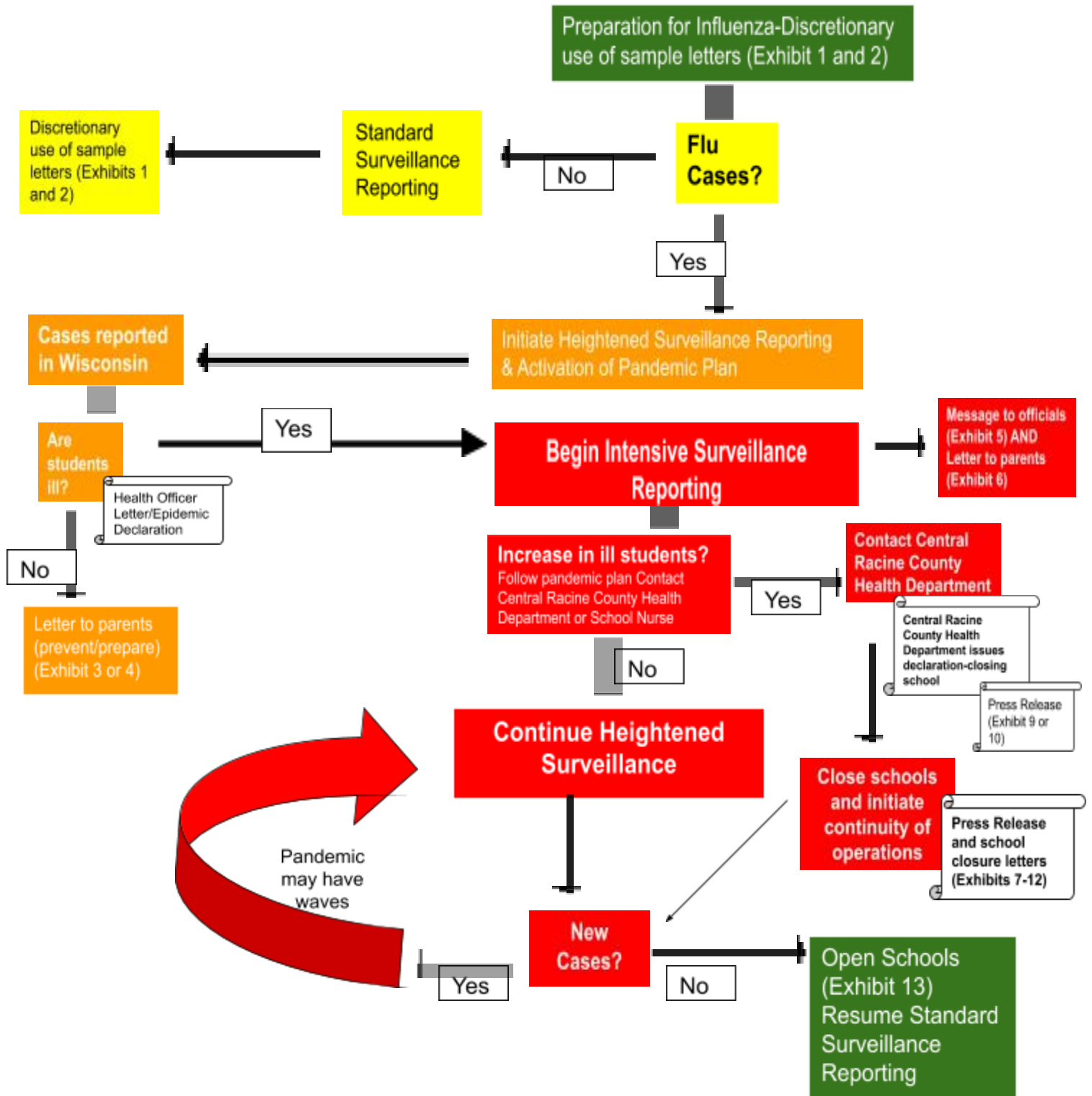


EXHIBIT 1

LEVEL 1 & LEVEL 2

SAMPLE PARENT LETTER PREVENTION

Use this letter to help prepare parents for pandemic flu – before there are human pandemic flu cases in the U.S.

Dear Parents,

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

Public health officials are concerned that a flu virus may change so that it can infect people and spread easily from person-to-person. This would cause a worldwide flu outbreak, called a pandemic. It is important to know that at this time, there is no pandemic of any kind in the United States.

Public health officials want people to protect themselves against pandemic flu.

Here are some ways to protect your family:

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

Enclosed with this letter is a checklist to help families get ready for a pandemic flu outbreak. This information can also help your family get ready for any kind of emergency.

If you have questions, please contact your healthcare provider.

You can get more information from Central Racine County Health Department. Visit online at [Central Racine County Health Department](http://www.centralracinecountyhealth.com) or call the Central Racine County Health Department at (262)-898-4460.

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

American Red Cross is <http://www.ready.gov> or <http://www.redcross.org/>

Tips for Parents on coping with pandemic flu:

Plan for an extended stay at home during a flu pandemic.

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a flu pandemic.
- Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.
- Check with your employer or union about leave policies.
- Plan home learning activities and exercises. Have materials, such as books, on hand.
- Plan recreational activities that your children can do at home.

Items to have on hand for an extended stay at home: (Remember to check expiration dates on foods and medications periodically.)

Examples: Non-perishable foods

- Ready to eat canned meats, fruits, vegetables, soups
- Protein or fruit bars
- Dry cereal or granola
- Peanut butter and jelly
- Dried fruit, nuts, trail mix
- Crackers
- Canned juices
- Bottled water
- Canned or jarred baby food
- Baby formula
- Pet food

Health and emergency supplies

- Prescribed medical supplies such as glucose and blood pressure monitoring
- Soap and water or alcohol-based hand wash
- Fever reducing medication
- Thermometer
- Fluids with electrolytes
- Flashlight with extra batteries
- Portable radio with extra batteries
- Manual can opener
- Garbage bags
- Tissues, toilet paper, disposable diapers

If someone in your home develops flu symptoms (fever, cough, muscle aches):

- ✓ Encourage plenty of fluids to drink.
- ✓ Keep the ill person as comfortable as possible. Rest is important.
- ✓ Do not use aspirin in children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- ✓ Sponging with tepid (wrist-temperature) water lowers fever only during the period of sponging. Do not sponge with alcohol.
- ✓ Keep tissues and a trash bag for their disposal within reach of the patient.
- ✓ All members of the household should wash their hands frequently.
- ✓ Keep other family members and visitors away from the person who is ill.
- ✓ Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider immediately.

You can get more information from Central Racine County Health Department. Visit online at [Central Racine County Health Department](#) or call the Central Racine County Health Department at (262) 898-4460.

EXHIBIT 2

LEVEL 1 & LEVEL 2

SAMPLE OF A LETTER TO PARENTS

Dear Parents:

Many of us are hearing information regarding the infection with swine flu that is occurring in the United States, Mexico, and other parts of the world. State and local officials, led by the Wisconsin Department of Health Services (DHS) and the Center for Disease Control (CDC), have been monitoring the situation very closely.

As of Saturday morning, May 2, 2009, there are 3 confirmed cases of swine influenza in Wisconsin; 2 in the Milwaukee area and one in Adams County. State health officials believe it is likely that more will be reported in the future; therefore we are sending this letter to you for further information.

Swine influenza A virus is a new virus that has not been identified previously in people, and viral person-to-person transmission appears to be occurring. Swine flu is thought to be spread via person-to-person contact through contaminated air droplets from coughing and sneezing from an infected person. The virus is not spread by food including pork or pork products. Eating properly cooked and handled pork products is safe.

The symptoms of human swine flu are similar to the regular seasonal influenza and include fever, lethargy, coughing and sore throat. Some people with swine flu have reported additional symptoms such as runny nose, nausea, vomiting, and diarrhea. In some situations, the virus can develop into pneumonia. It is believed that the seasonal influenza vaccine does not provide protection against swine flu.

Adults and children should take these precautions to reduce the spread of illness, i.e. swine flu:

- **Cover all coughs and sneezes with a tissue and dispose of all tissues in waste containers. Cough or sneeze into your shirtsleeve if a tissue is not available. Always wash your hands after coughing or sneezing.**
- **Wash hands frequently with soap and water or alcohol based hand cleaner, especially after coughing, sneezing, and blowing one's nose.**
- **Avoid touching of nose, mouth, and eyes, to reduce the spread of germs.**
- **DO NOT share eating utensils, water bottles, beverage containers or other personal items. Contact with these items can expose people to viruses that exist on their surfaces.**
- **Avoid close contact (6 feet or less) with sick people.**
- **STAY HOME from work and KEEP YOUR CHILDREN HOME from school if you/they become ill**
- **Contact your health care provider as soon as possible for further follow up if you or your children become ill with the symptoms described above and/or if you have traveled to areas where there are cases of swine flu or if you have further questions**

Under state law (Wisconsin Statute Chapter 252.02(3)), the Wisconsin Department of Health Services, through the State Health Officer or a Local Health Officer, may close schools, and forbid public gatherings in schools, churches, and other places to control outbreaks. Parents should anticipate the possibility of school closure and plan for how children could be cared for in their home in that event. Please contact your school Principal if you have further questions and visit www.cdc.gov/swineflu or <http://pandemic.wisconsin.gov> or <http://dpi.wi.gov/sspw/pandemicflu.html> for further information.

Sincerely,

EXHIBIT 3

LEVEL 3

SAMPLE PRESS RELEASE SCHOOLS ARE OPEN

Health Services will use this type of press release to announce schools remain open

For release (DATE)

Contact: (Information Official name and number)

WATERFORD AREA SCHOOLS ARE OPEN BUT PARENTS SHOULD PREPARE

Waterford area schools remain open despite the pandemic flu outbreak in the county but parents are asked to prepare for possible closures if the virus continues to spread. School and county health officials are working together to monitor the situation and parents will be updated with any important information through the district's web site at <http://www.waterford.k12.wi.us>.

Health officials say parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions:

- Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet from people who are sick. People who are sick should stay home from work or school and avoid other people until they are well.

Health officials point out that recommendations may change quickly during the course of a pandemic flu outbreak. For school updates, parents can view the district's web site at <http://www.waterford.k12.wi.us> or tune to any of the following

Radio Stations: WTMJ 620, WISN 1130.

TV Stations: WTMJ 4, WISN 12, FOX 6

For more information on pandemic flu, visit Central Racine County Health Department's web site at [Central Racine County Health Department](http://www.pandemicflu.gov) or the federal government website at <http://www.pandemicflu.gov>.

EXHIBIT 4

LEVEL 3

SAMPLE PARENT LETTER SCHOOLS ARE OPEN

Initial Pandemic Flu Outbreak #3: Use this letter to let parents know schools are open

Dear Parents,

This letter will give you information about a flu outbreak in our area. Every year, some people get sick with the flu during the fall and winter months. This year, there is a new flu virus that is making many people in the Racine County area sick. Many people are sick in our area and in the United States. Health officials call it a “pandemic flu.”

Many students and teachers in our school district are sick with the flu. We hope they will all get better quickly.

The county health department tells us that students who are not ill may come to school. At this time, our schools remain open. Updates with any important information can be found at the district’s web site: <http://www.waterford.k12.wi.us>

To keep the flu from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will be sent home. Parents/guardians must pick up their sick child.

Public health officials want you to protect yourself and your family against pandemic flu. Here are some ways to stop the spread of germs and sickness:

- Keep children who are sick at home. Do not send them to school.
- Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- All people who are sick should stay home from work or school and stay away from other people until they are well.
- Stay away from shopping malls, movie theaters or other places where there are large groups of people.

Tips about how to care for your family, if they are ill, are available from CDC (Center for Disease Control) at <http://www.pandemicflu.gov> or the American Red Cross at <http://www.ready.gov> or <http://www.redcross.org>.

If you have questions, please contact your healthcare provider.

You can get more information from the Central Racine County Health Department. Visit online at [Central Racine County Health Department](#) or call the Central Racine County Health Department at (262) 898-4460.

EXHIBIT 5

LEVEL 4

SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS – OUTBREAK

- We know this is an anxious time for our community and our hearts go out to those who are ill. Our thoughts are with all families and children who are affected. We are working closely with local health officials to deal with the situation and will keep parents updated via the district’s web site at <http://www.waterford.k12.wi.us> or through the media with any important information.
- At this time, under the guidance of the Central Racine County Health Department, we believe students may safely attend classes and schools will remain open.
- If pandemic flu continues to spread and more students and staff become ill, health officials may need to close schools for an extended period of time.
- The purpose of closing schools will be to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection. If schools are closed, children must stay at home.
- We urge parents to plan now for the possibility of schools closing. Arrange for care of your child. Check the district’s web site for continuing instruction procedures.
- Parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions:
 - Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
 - Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 - Teach your children to stay away from people who are sick and stay home from work or school if you are sick.

Recommendations may change during the course of a flu pandemic. We will make public announcements through the media and parents can view the district’s web site at <http://www.waterford.k12.wi.us> or tune to any of the following

Radio Stations: WTMJ 620, WISN 1130.

TV Stations: WTMJ 4, WISN 12, FOX 6

You can get more information from the Central Racine County Health Department. Visit online at [Central Racine County Health Department](#) or call the Central Racine County Health Department at (262) 898-4460.

EXHIBIT 6

LEVEL 4

SAMPLE PARENT LETTER : EXPANDED OUTBREAK

Use this letter to let parents know schools are open and urge ill children to stay home

Dear Parents,

We wrote to you recently to tell you about a pandemic flu outbreak in our area. Here is some new information.

There are now even more students and staff in our schools who are ill with this flu virus. The county health department tells us that students who are not ill may continue to attend school. The schools will remain open at this time. Check the district's web site for updated important information at <http://www.waterford.k12.wi.us> .

To keep the flu from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will be sent home. Parents/guardians must pick up their sick child.

Public health officials want you to protect yourself and your family against pandemic flu. Here are some ways to stop the spread of germs and sickness:

- Keep children who are sick at home. Do not send them to school.
- If some of the people in your home are sick with the flu, keep them away from the people who are not sick.
- If some of the people in your home are sick with the flu and you cannot see a health provider, some things you can do to help them are:
 - Have them drink plenty of liquid (juice, water)
 - Keep the ill person as comfortable as possible. Rest is important.
 - Use fever-reducing medicines, as appropriate. Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
 - Keep tissues and a trash bag within reach of the sick person.
 - Be sure everyone in your home washes their hands frequently.
 - Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider immediately.

If you have questions, please contact your healthcare provider or call the Central Racine County Health Department at (262) 898-4460.

If the pandemic flu continues to spread and more students become ill, schools may close for days or weeks. The purpose of closing schools will be to keep people from getting sick. If schools are closed, children must stay at home. Begin planning now for childcare needs.

EXHIBIT 7

LEVEL 4

SAMPLE PARENT LETTER: SCHOOL CLOSURE ALL SCHOOLS

Use this letter to inform parents schools are closed

Dear Parents,

Central Racine County Health Department officials have ordered all schools in the county to close. This order is the result of the pandemic flu situation in Racine County. All schools are immediately closed until further notice and children must stay home. Schools may be closed for days or even weeks to reduce contact among children and stop the spread of the flu.

We know that many students and their families are very sick. This is a hard time for our community and our hearts go out to those who are affected.

Because the flu 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.

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 the flu:

- Have them drink plenty of liquid (juice, water)
- Keep the sick person as comfortable as possible. Rest is important.
- Use fever-reducing medicines, as appropriate. Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- Keep tissues and a trash bag within reach of the sick person
- Be sure everyone in your home washes their hands frequently.
- Keep the people who are sick with the flu away from the people who are not sick.
- Consider using telehealth or online doctor visits if possible.

You can get more information from Central Racine County Health Department. Visit online at [Central Racine County Health Department](http://www.centralracinecountyhealth.com) or call the Central Racine County Health Department at (262) 898-4460.

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

We will make public announcements with information about continuing instruction and when schools will reopen, through the media. Parents can view the district's web site at <http://www.waterford.k12.wi.us> or tune to any of the following

Stations: WTMJ 620, WISN 1130.

TV Stations: WTMJ 4, WISN 12, FOX 6

EXHIBIT 8

LEVEL 4

SAMPLE PARENT LETTER: SCHOOL CLOSURE INDIVIDUAL BUILDING(S)

(Use local school district or health department letterhead depending on who is sending the letter to parents)

May xx, 2009

Dear Parents,

The (insert name) Health Department has ordered the closure of the (insert name) School due to a probable case of H1N1 Influenza in a school aged child. (insert name) is closed immediately beginning (Insert date). Students, staff and faculty must stay home for up to xx days. School closure must include the suspension of all school sponsored activities. Based on CDC guidelines the school may be closed for up to 14 days from the last known date of attendance of any symptomatic attendee the decision to reopen the school will be made in consultation with the (insert name) Health Department. No special cleaning of the school environment is required.

Because influenza is easily spread from person-to-person, it is recommended that large groups of people avoid gathering. During this time, both children and adults should stay away from other people and groups as much as possible and should not gather in other locations such as shopping malls, movie theaters or community centers. If you or a member of your family is experiencing signs and symptoms of influenza, you are encouraged to call your local health care provider. These symptoms are fever 100 degrees or greater, cough, nasal congestion, headache, and severe body aches. There is no vaccine available right now to protect against H1N1 influenza. There are simple actions that can help prevent the spread of influenza. Take these everyday steps to protect your health:

- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it and wash your hands.
- Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
- Avoid touching your eyes, nose or mouth. Germs spread this way.
- Do not share straws or drinking cups.
- Try to avoid close contact with sick people.
- If you get sick with influenza, CDC recommends that you stay home from work or school and limit contact with others to keep from infecting them.

You can find additional information at:

- <http://dpi.wi.gov/sspw/pandemicflu.html>
- www.pandemic.wisconsin.gov
- Insert local health department website
- Insert local school district website

Information about when your school will reopen will be (insert how parents will be notified).

Sincerely,

EXHIBIT 9

LEVEL 4

SAMPLE PRESS RELEASE SCHOOL CLOSURE ALL SCHOOLS

Health Services will use this type of press release to announce school closures
A similar press release will be issued when school reopens

For immediate release (DATE) Contact: (Information Officer name and number)

HEALTH OFFICIALS ORDER CLOSURE OF SCHOOLS IN RACINE COUNTY

Central Racine County Health Department has ordered the closure of schools as a result of the pandemic flu outbreak in the county. Schools may be closed for a period of time – days or even weeks. Because the virus is easily spread from person-to-person, Racine County Health Department has also advised colleges, day care centers and preschools to close. Because it is unsafe for large groups of people to gather, health officials warn people to stay away from shopping malls, community centers and other places where germs can be spread.

We know this is an anxious time for our community and our hearts go out to those who are affected. We are working closely with the schools to deal with the situation and will keep parents updated through the district's web site at <http://www.waterford.k12.wi.us> and through the media. According to the county health official, the purpose of closing schools is to limit contact among children, to decrease their risk of getting sick, and to limit the spread of infection.

Because so many people are sick with the flu, health officials acknowledge that it may be difficult to get a doctor's appointment, go to a clinic, or even be seen in a hospital emergency room. They have provided some tips for residents to care for the sick at home:

- Have them drink plenty of liquid (juice, water)
- Keep the sick person as comfortable as possible. Rest is important.
- Use fever-reducing medicines, as appropriate. Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- Keep tissues and a trash bag within reach of the sick person
- Be sure everyone in your home washes their hands frequently.
- Keep the people who are sick with the flu away from the people who are not sick.

You can get more information from the Central Racine County Health Department. Visit online at <https://crchd.com/> or call the Central Racine County Health Department at (898) 262-4460.

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

EXHIBIT 10

LEVEL 4

SAMPLE PRESS RELEASE SCHOOL CLOSURE INDIVIDUAL SCHOOL(S)

FOR IMMEDIATE RELEASE

MAY 3, 2009

CONTACT NAME: xxxx, Public Information Officer

ORGANIZATION: xxxx Health Department

HEALTH OFFICIALS ADVISE CLOSURE OF SCHOOL IN xxxx COUNTY

xxxx COUNTY: Due to a probable case of H1N1 influenza in a school aged child, the xxxx Health Department, in consultation with the Division of Public Health, has closed the xxxxx School (district/individual school) from DATES. The xxxx Health Department will continue to monitor the situation and make recommendations as warranted. There are no other school closures in xxxx County at this time.

According to (Name, Jurisdiction) Health Officer, the purpose of closing schools is to limit contact among children to decrease their risk of getting sick and to limit the spread of infection.

The xxxx Health Department recommends that if a person develops symptoms of influenza or is in contact with anyone with symptoms of influenza, they should contact their local health care provider. Symptoms of influenza include: fever (over 100 degrees F), headache, cough, sore throat; runny nose, severe muscle aches, and fatigue. Currently there is no vaccine for H1N1, therefore the xxxx Health Department recommends taking the following actions:

- **Avoid contact with people who are sick.**
- **Stay home if you experience symptoms listed above**
- **Wash your hands often.**
- **Cover your cough or sneeze by coughing into your sleeve to avoid contaminating your hands.**
- **Avoid touching your eyes, nose or mouth.**
- **Practice good health habits. (get plenty of sleep, be physically active, drink plenty of fluids, and eat nutritious foods)**

More information on H1N1 influenza is available at: www.pandemic.wisconsin.gov .

NOTICE OF SCHOOL CLOSURE

On May **XX** the **Name** School District was notified by **Name** Department of Health that a **Name of School** student has a probable case of **Name of Flu** flu.

As result of this identification, the **Name** County Health Department has ordered the school immediately closed as a precautionary measure against transmission of the swine flu virus.

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

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

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

Sincerely,

Name, District Ad

EXHIBIT 12

LEVEL 4

SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS - SCHOOL CLOSURES

- Central Racine County Health Department officials have ordered the closure of schools as a result of the pandemic flu outbreak in our county.
- School may be closed for an extended period of time.
- We know this is a difficult time for our community and our hearts go out to those who are affected. We are working closely with health officials to deal with the situation and will keep parents updated with any important information via the district's web site at <http://www.waterford.k12.wi.us> or the media.
- Because pandemic flu is easily spread from person-to-person, it is unsafe for large groups of people to gather and children should stay home. The purpose of closing schools is to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection.
- During this time, children and adults should stay away from other people and groups, as much as possible. Health officials also advise people should not gather in other locations such as shopping malls, movie theaters or community centers.
- Parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions:
 - Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
 - Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 - Teach your children to stay at least three feet from people who are sick and stay home from work or school if you are sick.

Recommendations may change during the course of a flu pandemic. We will make public announcements through the media and parents can view the district's web site at <http://www.waterford.k12.wi.us> or tune to any of the following:

Stations: WTMJ 620, WISN 1130.

TV Stations: WTMJ 4, WISN 12, FOX 6

You can get more information from Central Racine County Health Department. Visit online at <https://crchd.com/> or call the Central Racine County Health Department at (262) 898-4460.

EXHIBIT 13

LEVEL 5

SAMPLE PARENT LETTER SCHOOL RE-OPENS

Use this letter to inform parents schools are re-opened

Dear Parents,

Central Racine County Health Department officials have given the Waterford Area Schools permission to reopen our schools. The pandemic flu is under control. Our school will open again on _____, and students may return to class.

Even though school is reopening, there are still some people who are sick from the flu virus. Health officials say that sometimes pandemic flu outbreaks happen in waves. If more people get sick, schools may need to close again. We will continue to provide any important information to you by updating our district's web site at <http://www.waterford.k12.wi.us> or through the media by tuning to any of the following

Radio Stations: WTMJ 620, WISN 1130.

TV Stations: WTMJ 4, WISN 12, FOX 6

Because the flu can still be spread from person-to-person, please keep children who are sick at home. Do not send them to school.

We are looking forward to resuming our district's classes.

EXHIBIT 14

ADMINISTRATIVE PLANNING DOCUMENT

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

Where and when can all able-bodied administrators meet to make decisions?

- ❖ Meet as soon as possible in a location that offers the most available district resources.
- ❖ Access to records and communication tools is a priority.
- ❖ Determine whether there are board members available to join the planning meeting.

Is there direction or coordination coming from the Department of Education at the federal level or the Department of Public Instruction at the state level?

- ❖ If so, access governmental resources to shape local plans.
- ❖ If not, discuss whether there are any regional (ie: CESA or county) resources for planning that would be helpful.

How long is the anticipated closure of school?

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

What types of communication vehicles are viable options given present circumstances?

- ❖ What is the most effective use of technology?
- ❖ What other options are available to serve those students who do not have access to that technology?
- ❖ Should different approaches be used for different ages/grade levels/individual student needs?

Which of our employees are able to help provide necessary instruction?

- ❖ How can we maximize the knowledge, skills, and talents of employees able to work?
- ❖ What financial resources are needed to support our delivery of instruction?

Outside of our administrative group, who needs to make decisions in order to proceed?

- ❖ Do any organized labor groups need to waive contract language?
- ❖ Does the Board of Education need to take any action(s)?

EXHIBIT 15 RESOURCES

If you have specific questions regarding the district's Pandemic Plan or how to protect your family from being affected by a pandemic after looking at the frequently asked questions (FAQs) available on line at <http://pandemicflu.gov> then please contact the district's nurse or your healthcare provider. You can call the Central Racine County Health Department at (262) 898-4460.

You can also get more information from the Central Racine County Health Department. Visit online at <https://crchd.com/>

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

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

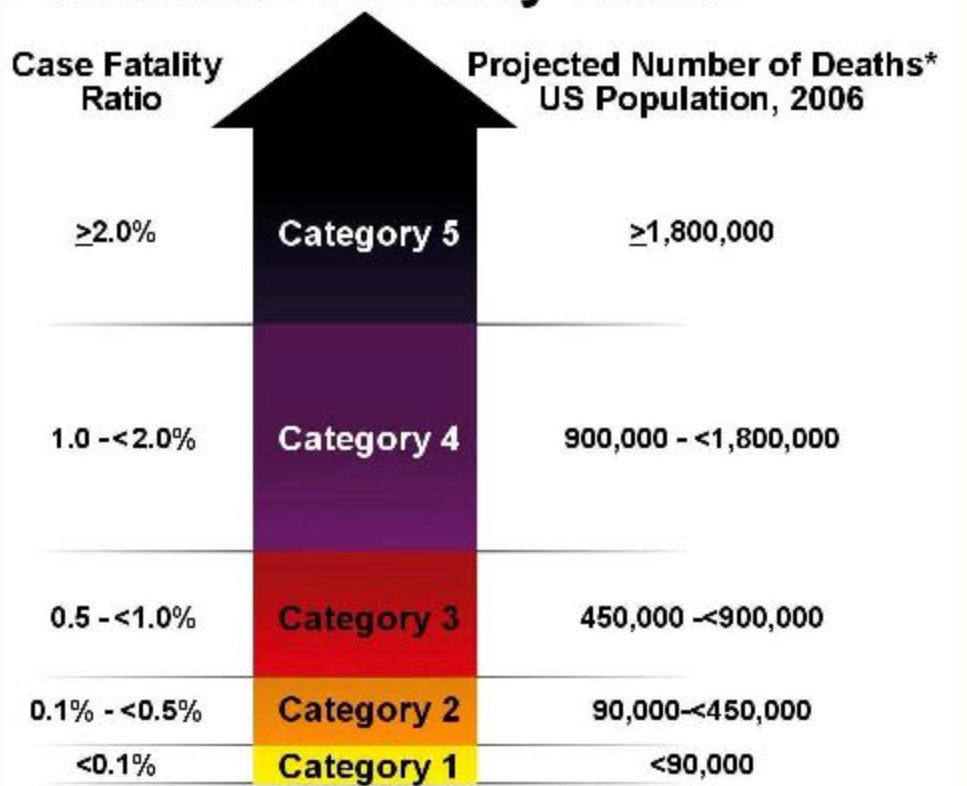
The district will make public announcements with information about Pandemic threats in our community, possible school closures, and continuing instruction if schools were to close temporarily, and when schools will reopen, through the media. Parents can view the district's web site at <http://www.waterford.k12.wi.us> or tune to any of the following

Radio Stations: WTMJ 620, WISN 1130.

TV Stations: WTMJ 4, WISN 12, FOX 6

Additionally, informational letters will be sent to families with children in our schools providing updates as pandemic information becomes available. Those letters will also be posted on our web page.

Pandemic Severity Index



* Assumes 30% Illness Rate

Community Strategies by Pandemic Flu Severity (1)

Interventions by Setting	Pandemic Severity Index		
	1	2 and 3	4 and 5
<p>Home</p> <p>Voluntary isolation of ill at home (adults and children); combine with use of antiviral treatment as available and indicated</p> <p>Voluntary quarantine of household members in homes with ill persons (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient</p>	Recommend	Recommend	Recommend
<p>School</p> <p>Child social distancing –dismissal of students from schools and school-based activities, and closure of child care programs –reduce out-of-school contacts and community mixing</p>	Generally not recommended	Consider: ≤ 4 weeks	Recommend: ≤ 12 weeks
<p>Workplace/Community</p> <p>Adult social distancing</p> <p>–decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings)</p> <p>–increase distance between persons (e.g., reduce density in public transit, workplace)</p> <p>–modify, postpone, or cancel selected public gatherings to promote social distance (e.g., stadium events, theater performances)</p> <p>–modify workplace schedules and practices (e.g., telework, staggered shifts)</p>	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend
	Generally not recommended	Consider	Recommend

Rapid Reference: Flu versus Cold versus Pertussis

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

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



Pandemic Flu Planning Checklist for Individuals & Families

You can prepare for an influenza 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 an influenza pandemic on you and your family. This checklist will help you gather the information and resources you may need in case of a flu 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 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 an influenza 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 current 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	Examples of medical, health, and emergency supplies
<ul style="list-style-type: none"><input type="checkbox"/> Ready-to-eat canned meats, fish, fruits, vegetables, beans, and soups<input type="checkbox"/> Protein or fruit bars<input type="checkbox"/> Dry cereal or granola<input type="checkbox"/> Peanut butter or nuts<input type="checkbox"/> Dried Fruit<input type="checkbox"/> Crackers<input type="checkbox"/> Canned juices<input type="checkbox"/> Bottled water<input type="checkbox"/> Canned or jarred baby food and formula<input type="checkbox"/> Pet food<input type="checkbox"/> Other nonperishable foods	<ul style="list-style-type: none"><input type="checkbox"/> Prescribed medical supplies such as glucose and blood-pressure monitoring equipment<input type="checkbox"/> Soap and water, or alcohol-based (60-95%) hand wash<input type="checkbox"/> Medicines for fever, such as acetaminophen or ibuprofen<input type="checkbox"/> Thermometer<input type="checkbox"/> Anti-diarrheal medication<input type="checkbox"/> Vitamins<input type="checkbox"/> Fluids with electrolytes<input type="checkbox"/> Cleansing agent/soap<input type="checkbox"/> Flashlight<input type="checkbox"/> Batteries<input type="checkbox"/> Portable radio<input type="checkbox"/> Manual can opener<input type="checkbox"/> Garbage bags<input type="checkbox"/> Tissues, toilet paper, disposable diapers

