

PANDEMIC FLU CHECKLIST FOR SCHOOLS K-12

Developed by the U.S. Department of Education and Center for Disease Control and Prevention

School _____ District _____

NS = Not Started IP= In progress C= Completed

1. Planning, Preparation and Coordination Tasks

TASK	ASSIGNED TO	NS	IP	C
Develop method for educating staff, families, and students on pandemic flu prevention and the school district plans.				
Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.				
As part of the district's crisis management plan ,form a committee to address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.				
Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.				
Assess financial impact of alternate scheduling or school closures.				
Work with Human Resources regarding schools ability to function with 30% of the workforce absent.				

Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.				
Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.				
Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.				
Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.				
Participate in exercises of the community's pandemic plan.				
Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.				
Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.				
Implement an exercise/drill to test your pandemic plan and revise it periodically				
Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.				

2. Continuity of Student Learning and Core Operations:

TASK	ASSIGNED TO	NS	IP	C
Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.				
Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.				
Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction vial local radio or television stations) in the event of school closures.				

3. Infection Control Policies and Procedures:

TASK	ASSIGNED TO	NS	IP	C
Track the number of staff and students absent daily. Report numbers absent if over 10%				
Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).				
Review and revise procedures for sending ill students and staff home, isolating students until picked up by parent.				
Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).				
Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan/sup4.html).				
Hold staff meetings to provide information on the extent of infection at school site and the potential changes that may need to take place.				
Conduct timely debriefings that identify lessons learned and make necessary amendments to the pandemic response plan.				

4. Communications and Planning

TASK	ASSIGNED TO	NS	IP	C
Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.				
Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).				
Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.				
Develop procedures for communicating with staff, students and families considering disruption of normal modes of communication, regarding school schedule changes, bussing changes, and school closures.				
Develop procedures for communicating with Sarpy/Cass Department of Health during emergency conditions.				

5.Recovery

TASK	ASSIGNED TO	NS	IP	C
Identify and pre-screen health and grief service providers, develop template letters, provide training for school staff regarding grief and possible health problems.				
Announce counseling support services that are available to students.				
Provide rest places for those with lingering complications from influenza.				
Prepare educational materials available to families and staff on topics such as how to support the student with their recover from the pandemic flu, the common symptoms of loss and grief in children, and constructive ways to cope with stress.				
Monitor the effects of cumulative stress on caregivers such as office staff, school nurses, teachers, aides, school counselors, and other crisis team members.				
Document lessons learned and incorporate them into revisions and trainings.				

Contact person at Sarpy/Cass Department of Health

Nancy Braswell
Public Health Emergency Response Coordinator
402-339-4334 ext 202
nbraswell@sarpy.com