

Pandemic Flu & COVID-19 Response Plan

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I. Introduction

Purpose

Compass High School has established a Pandemic Flu & COVID-19 Response Plan to guide the district in preparing for and responding to an influenza outbreak. The goals of the plan are:

- To protect the health and safety of students, employees and visitors;
- To minimize the adverse impact on school operations, personnel and facilities;
- To provide for continuity of school operations to the greatest extent possible;
- To effectively communicate with all involved parties throughout the duration of a pandemic; and
- To recover following a pandemic as soon as possible.

Authority

The CHS Pandemic Flu & COVID-19 Response Plan is authorized by the Director of the School. The plan is designed to work in conjunction with national, state and local public health officials and local first responders. The United States Department of Health and Human Services and the Centers for Disease Control and Prevention (CDC) recommend that a comprehensive approach of a community school to the management of a pandemic influenza outbreak consider performance in four key areas:

- Planning and Coordination;
- Continuity of Student Learning and Operations;
- Infection Control Policies and Procedures; and
- Communications Planning.

This plan addresses each area and is consistent with the mission and values of Compass High School. A copy of the plan will be provided to the local emergency management offices, city police and fire departments and county public health agencies.

The Pandemic Flu & COVID-19 Response Plan will be maintained by the office of the Director. A copy of the most current version of the plan will be posted at: CompassHighSchool.com/COVID. Proposed changes to the plan may be considered by the governing board or others delegated for the purpose.

II. Pandemic Classification Stages

The Pandemic Response Plan establishes four stages of response to the threat of Pandemic Flu & COVID-19. The Director will designate which stage of Pandemic Flu & COVID-19 emergency exists, based on available information and reports.

STAGE DEFINITION EXAMPLE SITUATIONS

Pandemic Flu & COVID-19	
Stage 1	
<ul style="list-style-type: none"> • CDC, state or local health department warnings of impending threat. • Highly contagious and/or severe flu strains in the U.S. that seem likely to spread to the Southwest. 	
Stage 2	
<ul style="list-style-type: none"> • Pandemic Flu & COVID-19 with severe health outcomes presents in Arizona. • Press and/or public health reports and warnings of widespread flu outbreaks in or near Arizona. 	
Stage 3	
<ul style="list-style-type: none"> • Pandemic Flu & COVID-19 cases rising locally. • Rising number of local cases reported. • Infections among CHS staff or students. 	
Stage 4	
<ul style="list-style-type: none"> • A declaration by the Pima Health Department, or Arizona Department of Education or the Director of CHS that a Pandemic Flu & COVID-19 emergency exists for the school. • Existence of a rising number of flu/COVID-19 infections among school employees or students. • Absenteeism rates which inhibit the conduct of normal school operations. 	

III. Roles & Responsibilities

A Pandemic Flu & COVID-19 emergency may have characteristics which are different than many other emergencies, including a longer planning timeframe and the likelihood of an extended period of implementation. During the implementation of a Pandemic Flu & COVID-19 response, a major goal will be the continuation of critical school functions, including instruction, security, payroll and other functions defined by the Director.

Under foreseeable conditions during a Pandemic Flu & COVID-19 response, CHS's organizational structure for decision-making and implementation will coincide with existing non-emergency roles. To the extent possible, the director will serve the command staff functions. Roles and/or responsibilities for Pandemic Flu & COVID-19 responses are defined in this plan for students and employees.

The Director may activate an Expanded Flu Advisory Committee to help create and implement plans and inform the Director and the governing board.

An emergency response organizational structure which follows the concepts of the National Incident Management System (NIMS) has been created for other emergency situations. At any time, the Director may activate the Emergency Operations Center (EOC) and impose the organizational structure defined in the CHS All Hazards Emergency Response Plan.

If the Director activates the EOC, a message will be sent from the Assistant to the Director to the Emergency Command and Staff by telephone, email or other means alerting personnel to take appropriate action. Due to the threat of contagion, staff will NOT convene at a physical Emergency Operations Center during Stage 4 Pandemic Flu & COVID-19 emergencies. Meetings and communications will be conducted via email and telephone.

IV. Basic Considerations & Preparations

PREPARATIONS: IMMEDIATE AND ONGOING

In order for any response to Pandemic Flu & COVID-19 to be effective, proper preparations and training must occur. The Director will designate staff to lead and report the completion of the performance objectives and to report obstacles and gaps discovered.

The legal authorities will be reviewed and a policy framework prepared, including infection control policies and procedures. The School has long-standing infection control policies and procedures that will help limit the effect of pandemic influenza on campus, including the promotion of hand hygiene, cough/sneeze etiquette and bloodborne/airborne pathogens awareness. During this period, school employees will be asked to implement surface-cleaning, hygiene and social distancing protocols.

Budget and responsibility will be assigned for the procurement, storage and provision of a broad variety of infection prevention supplies such as soap, alcohol-based hand hygiene products, sanitary wipes, tissues, disposal receptacles, latex and non-latex gloves, sanitary masks, public health posters, appropriate signage, etc.

Policies for student and employee leave related to circumstances arising from a pandemic event have been and continue to be developed.

The adoption of pandemic travel restrictions will be considered. CDC and State Department websites will be consulted for advisories.

Performance Objectives for the preparation period

- Complete, adopt and post the Pandemic Flu & COVID-19 Response Plan
- Name the members of a pandemic advisory committee and the Expanded Committee Inform CHS employees of the Plan
- Encourage employees to become vaccinated, if possible (seasonal and/or H1N1) Inform CHS students of the Plan at the beginning of each quarter
- Provide the Plan to local public health officials and first responders
- Conduct appropriate training
- Governing Board and key personnel establish home computer access links
- Identify critical functions and critical personnel
 - Assign staff, back-up staff and support personnel for critical functions
- Prepare faculty to sustain instruction
 - IT establishes hardware, software and training
 - Develop continuity plans for all classes and inform students
- Draft communications for each stage of Pandemic Flu & COVID-19 response

Collaborate with and develop plans and communication for:

- Contractors or other non-school service providers
- Homestay families
- Business Office
- Off-campus instructional sites (staff, teachers and students)
- Sites where students are interning
- Delivery of ordered products and regular mail / unanticipated deliveries
- Contract training instructors

Monitor these sites for higher education recommendations:

- Keep yourself up-to-date on what the [Arizona Department of Education](#) (ADE), the [Pima Health Department](#), the [Arizona Department of Public Health](#) and the [Centers for Disease Control \(CDC\)](#) suggest.
- Other resources: the Department of Education's [online flu resources](#).

V. Declarations of Pandemic Response

STAGE 1

Director issues a declaration of stage 1 Pandemic Response.

Communications:

- Director: Email to all CHS employees
- Director: Email to all students
- Faculty: Forward Director's message to all classes
- Supervisors: Forward Director's email and review hygiene precautions
- (Public Information Officer) PIO: release news to press
- PIO: post public health posters, brochures
- Student Services: distribute alcohol wipes, availability of soap dispensers/hand sanitizer, gloves, disposal containers
- Liaison: notify public health and first responder community

Governing Board meets to review plans identify gaps or unanticipated events or circumstances assign responsibility for addressing each item

Stage 1 Performance Objectives

- All school personnel review, discuss and implement public health hygiene protocols
- Communicate to all students the critical need to observe hygiene
- Adopt and publicize policy that anyone with symptoms stay home per CDC

STAGE 2

Director issues declaration of stage 2 Pandemic Response.

Director and Governing Board meet and establish Stage 2 strategies, including the need to forcefully reiterate hygiene behaviors and self-isolation for employees and students.

Communications:

- Director: Email to all CHS employees
- Director: Email to all students
- Faculty: forward Director's message to all classes; discuss continuity plan
- Supervisors: forward Director's email and review unit plans
- Liaison: notify public health and first responder community

Stage 2 Performance Objectives

- Review the reliability and dependability of information flow to Governing Board:
 - Absenteeism rates among employees, students
 - Reports of rumors, anxieties or community feedback
 - Plans for future events, trips and activities with students or in school facilities
 - Communication regarding legal, ethical, logistical or other barriers to school actions
- Faculty: prepare all classes for instruction based on continuity plan
- Faculty positive report of email

Communications:

- Director: email to Governing Board
- Director: email to all CHS personnel
- Director: email to all students
- PIO: release news to press and appropriate signage

STAGE 3

Director issues declaration of stage 3 Pandemic Response.

Communications:

- Director: communicate with faculty, assess continuity plan
- Faculty: voluntarily move instruction to the Internet, based on plan
- Liaison: coordinate message with public health and first responder community

Stage 3 Performance Objectives

- Determine responsibility, in the event a decision is made, for implementing cancellation or modification of:
 - public events
 - student field trips and student travel
 - employee travel
 - rental of facilities by outside groups
- Finalize Fact Sheet and distribute to front-line personnel
- Positive reporting by faculty of communications with students via email
- Director: Request faculty implement continuity plans if convenient

Seek and discuss information about operations:

- Leadership and Administration - analyze trigger points for Stage 4, other actions
- Instructional Units – feedback regarding absenteeism, instruction

Consider obstacles / obligations / problems with any further action steps:

- Instructional support and professional development off campus
- ADE reporting and federal reporting
- Facilities – accepting deliveries, protecting physical plant
- Business Operations – bank deposits, costs of response options
- Communications – community perception, alignment with other agency actions

STAGE 4

Director issues declaration of stage 4 Pandemic Response.

Director and Governing Board meet/conference call to discuss options. Director and Governing Board will consult with Pima Department of Health, Arizona Department of Health, the CDC and Arizona Department of Education about stage 4 Pandemic Response. Based on reports of absenteeism, the severity of the flu/COVID-19, public health recommendations and other information, options to be considered include:

- Convening meeting of the Expanded Pandemic Advisory Committee Mandatory move to online instruction
- Cancellation of any or all:
 - public events
 - student field trips and student travel
 - employee travel
 - rental of facilities by outside groups
- Closure or partial closure of the school

Communications:

- Director: Inform personnel, students, community of school status, planned actions
- Liaison: coordinate message with public health and first responder community

Stage 4 Performance Objectives

- Review and assure information flow to Governing Board:
 - IT - level of IT and infrastructure use vs. capacity issues
 - Student Services – new student registration, testing issues
 - HR – payroll and personnel issues
 - Facilities – building maintenance, cleaning protocols
 - Business Operations – bank deposits, campus deliveries
 - Communications – community perception and feedback

Employee Responsibilities

The CHS Pandemic Flu & COVID-19 Response Plan provides procedures for minimizing the risk to health and safety of employees, students and the public. All CHS employees are responsible for knowing the personal hygiene behaviors recommended by public health authorities to minimize the spread of the flu. Employees are expected to observe these behaviors at all times.

Beginning immediately, employees are responsible for monitoring their own health for any symptoms identified by public health officials as possible signs of influenza. Upon experiencing any such symptoms, employees are strongly advised to leave school premises (after obtaining permission) and remain away per CDC recommendations. (Those with flu symptoms should remain isolated until they have experienced no fever for twenty-four (24) hours without the use of fever-reducing medications. For those who are tested and confirmed to have COVID-19 should stay home for at least 7 days after a positive test)

All employees should note: the CDC regards the following groups as high risk of complications from influenza if they get sick:

- children younger than 5 years old;
- people aged 65 years or older;
- adolescents (younger than 18 years) who are receiving long-term aspirin therapy and who might be at risk for experiencing Reye's syndrome after influenza virus infection; pregnant women; adults and children who have asthma, other chronic pulmonary, cardiovascular, hepatic, hematological, neurologic, neuromuscular, or metabolic disorders such as diabetes;
- and adults and children with immunosuppression (including immunosuppression caused by medications or by HIV).

People at high risk for influenza complications who become ill with influenza-like illness should call their health care provider as soon as possible to determine if they need antiviral treatment.

Employees will receive communication from supervisors and from the school administration regarding the status of Pandemic Flu & COVID-19 preparations. School personnel are reminded that the school website (www.compasshighschool.com) is the most dependable source of information regarding closures, re-openings or other actions taken by the school. All school communications about policy or the status of school operations originate with the Director and follow the proper stage communications procedure.

From the leave policy standpoint, the US Department of Labor views this outbreak as the flu (short-term) and leave, including sick leave, is for that purpose.

Student Responsibilities

All CHS students are responsible for knowing the personal hygiene behaviors recommended by public health authorities for limiting the spread of flu/COVID-19. Students are expected to observe these behaviors at all times.

Every class at CHS is planned to continue in the event of a school closure due to pandemic. You will be able to continue coursework via the internet on Canvas, and Google Docs/Meeting.

At the start of each quarter, students will learn the specific alternative delivery arrangements for each of their classes. When notified, students are responsible for following the procedures established by their instructor to receive instructions, complete assignments and interact with faculty and/or other students.

It is your responsibility to notify your instructor immediately if you do not have home computer access or any other obstacles to your alternative delivery arrangement.

Beginning immediately, students are responsible for monitoring their own health for any symptoms identified by public health officials as possible signs of influenza. Upon experiencing any such symptoms, students are strongly encouraged to inform the front office, leave school premises once you have obtained permission and remain away per CHS recommendations. (Those with flu symptoms should remain isolated until they have experienced no fever for twenty-four (24) hours without the use of fever-reducing medications. For those who are tested and confirmed to have COVID-19 should stay home for at least 7 days after a positive test)

All students should note: the CDC regards the following groups as high risk of complications from influenza if they get sick:

- children younger than 5 years old;
- people aged 65 years or older;
- adolescents (younger than 18 years) who are receiving long-term aspirin therapy and who might be at risk for experiencing Reye's syndrome after influenza virus infection;
- pregnant women;
- adults and children who have asthma, other chronic pulmonary, cardiovascular, hepatic, hematological, neurologic, neuromuscular, or metabolic disorders such as diabetes;
- adults and children with immunosuppression (including immunosuppression caused by medications or by HIV).

People at high risk for influenza complications who become ill with influenza-like illness should call their health care provider as soon as possible to determine if they need treatment.

Safety will be the first priority of school personnel. Students should follow the instructions of faculty, security or other school personnel. Students are reminded that the school website

(www.compasshighschool.com) is the most dependable source of information regarding closures, re-openings or other actions taken by the school.

V. Crisis Communications Plan

All communication regarding planning, implementing or concluding Pandemic Flu & COVID-19 responses shall be approved by the Director and occur through the PIO, the liaison or other delegated personnel.

It is the policy of the school to fully and regularly inform the community about plans and actions taken in regard to a Pandemic Flu & COVID-19 threat. Effective communications will help reduce rumors, maintain morale and ensure continued, orderly operations.

The Public Information Officer will take the lead in conveying the School's actions to the school community and the public. The Director of Public Information or other designated staff will coordinate media contacts and act as the spokesperson for the school. The Liaison will coordinate with public health and emergency response agencies to plan the release of information to the media.

After approval by the Director, the key messages and fact sheets will be released internally and externally. The Assistant to the Director will coordinate communication to the governing board.