

LEBANON SCHOOL DISTRICT

Pandemic Plan

SECTION 1. INTRODUCTION:	1
SECTION 2. PREVENTION / MITIGATION:	2
SECTION 3. PREPAREDNESS:	3
SECTION 4. RESPONSE:	6
SECTION 5, RECOVERY:	9

Section 1. Introduction:

Our District-Wide School Safety Plan is based on addressing the four phases of emergency management (Prevention / Mitigation; Preparedness; Response; Recovery). This Pandemic Plan is built upon the components already existent in our District-Wide School Safety Plan, which also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building- Level Emergency Response Teams.

Section 2. Prevention / Mitigation:

We will work closely with County Officials and local health care systems to determine the need for activation of our plan.

The following procedures will be followed by school nurses for reporting communicable disease, including influenza, and communicating with the PA Health Department:

- Report suspected and confirmed cases of influenza on the school's monthly Communicable Disease Report.
- DOH Public Health Consultation and Immediate Reporting

Lebanon County Department of Emergency Services will monitor County-wide cases of influenza and inform school districts as to appropriate actions.

The school Medical Supervisor will help coordinate our Pandemic planning and response effort. This person will work closely with the District-wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district physician and nurses will be vital members of the Safety Team.

Because of the potential importance of technology in the response effort (communication and notification) the school district Chief Information Officer (CIO) will also be an important team member. The Human Resources Director, Business Official, and Facility Director, will also be vital to the planning effort. Other nontraditional individuals may also be required to be part of the team.

The District-wide School Safety Team will review and assess any obstacles to implementation of the Plan. The CDC School District Pandemic Influenza Planning Checklist was reviewed on (3/10/2020) for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.

The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.

We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, social media postings, district automated phone notification system (School Messenger) and direct mailings for this purpose.

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Section 3. Preparedness:

We have collaborated with our partners to assure complementary efforts and invited representatives from Lebanon City, Police Department, Office of Emergency Management, and others to attend our District-wide School Safety Team meetings. This collaboration will allow us to send consistent messages to the school community on pandemic related issues.

- The District-wide Command Center will be activated at the direction of the School District Incident Commander, the Superintendent of Schools.
- Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement the Federal, State, and Local Command Systems.
- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community.
- Communication methods may include: school postings; general mailings; emails; social media, special presentations; phones and cell phones, School Messenger, and the public media. The Safety Team will also retain responsibility for establishing and maintaining contact with accepted media partners. The Safety Team will work closely with our Technology Director to ensure proper function of all communication systems. This coordination will also help ensure that as many redundant communication systems as possible are available.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
 - Overall Operations – we have defined decision-making authority for the district as the Superintendent and Safety Team. Recognizing the need for these essential individuals to have frequent communication, we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand held radios, cell phones and phone mail, School Messenger and e-mail.

- The Business department and Building and Grounds department are essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities.
- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc.) along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems. If necessary we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry.
- Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. Human Resources will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work day such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Human Resources Department will help to decide if schools need to be closed.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with PDE to address this potential result throughout the crisis period.

Section 4. Response:

The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with County officials and other experts. The entire Incident Command Structure at both the District and Building level, including Building Level Emergency Response Teams, will be informed that the Plan has been activated. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.

The following considerations will be reviewed:

- Confirm all information for accuracy- PA DOH, LC DES
- Review and evaluate school calendar
 - Make up days, Act 80 days, Graduation date
 - School-related activities and events - plays, musicals, athletics, prom, graduation, field trips, etc
- Confirm and establish contacts with associated services
 - Non-public schools, substitute teachers, school bus contractors, Special Education services (IU 13, Yellow Breaches, Phillhaven, CTC)
- Consider plans for closing schools - individual schools, district-wide
- Evaluate need for deep cleaning process
- Consider additional disinfection of large group areas with public events
 - Gymnasiums
 - Auditoriums
 - Cafeterias
 - Board Rooms
- Begin preparation of pre-planned messaging
 - Translation
 - Plan responses for administrators and school secretaries
 - Inform all other staff to direct all inquiries to the District Office
 - Decision to close schools

- Direct all school nurses/attendance secretaries to report spikes in illness and absenteeism
 - Report by school
 - Staff absentee rate
 - Report spikes to LCDES
- Coordinate Pandemic Response Team
 - Superintendent
 - School Safety/Security Coordinator
 - Business Manager
 - Facilities Manager
 - Chief Information officer
 - Medical Supervisor
 - Curriculum Director
 - Others as needed:
 - Athletic Director
 - Food Services Director
 - Transportation Director
 - Special Education Director
- The School Safety Team will:
 - Work closely with the Chief information Officer (CIO) to re-test all communication systems to assure proper function. Building-Level Emergency Response Teams will assist in this effort.
 - Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.

- The Business Official will:
 - Monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will:
 - Meet with staff and monitor ability to maintain essential function.
 - Review essential building function procedures with the principal and command chain.
 - Review sanitizing procedures will be with teachers.
 - Work closely with the Business Official or designee to implement different phases of the plan as necessary.
- The Human Resources Director will:
 - Meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested.
 - Monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
 - Act on recommendations from Local and State Authorities to determine if schools may be closed.
 - Based upon this information, our plan for continuity of instruction will be implemented as previously described.

Section 5. Recovery:

Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible.

- The District will, among other steps:
 - Work toward a smooth transition from the existing learning methods to our normal process.
 - Use all described communication methods to keep the school community aware of the transition process.
 - Work closely with PDE to revise or amend the school calendar as deemed appropriate.
 - Evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
 - Each Building-Level Post-incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
 - The District-wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the Technology Department, Business Office, Human Resources, and Facility Director will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this. Curriculum activities that may address the crisis will be developed and implemented.