

AVON GROVE SCHOOL DISTRICT PANDEMIC FLU RESPONSE MANUAL

Revised 9-10

PANDEMIC FLU RESPONSE MANUAL
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Infection Control

Annual Activities:

The school nurses will conduct infection control/prevention activities. These activities will include but not be limited to:

Providing training to faculty, students/parent(s)/guardian(s) and staff on the following topics: Proper hand washing; proper coughing techniques, general information on the topic of cold vs. flu and information on the pandemic flu.

Providing parent(s)/guardian(s) written educational information on proper hand washing and coughing techniques through the AGSD website and in letter format.

Posting information as provided through CDC and websites of quality medical sources at principal discretion on the AGSD school building websites.

Daily Activities:

Health room staff will be responsible to properly clean and disinfect each treatment bed and patient care area with cleaning solution that meets the guidelines established by CDC to prevent the spread of cross-infection between patients.

Custodians will be responsible for cleaning this same treatment area nightly, to include telephones, doorknobs, bathrooms, treatment sinks, counters, floors and chairs/bedding.

School nurses will monitor absentee rates and illness surges within their building and report significant changes to the principal and Supervisor of Pupil Services.

All reporting will be done as requested by the CCHD.

The customary criteria for sending students/faculty to nurse will be followed.

Students and faculty will be sent home if they have a temperature over 100.5 degrees.

Staff/students are encouraged to stay home until they are symptom free for 24 hours.

THE FOLLOWING PLAN WILL BE EXECUTED WHEN 40% OR MORE OF THE STUDENT POPULATION IS ABSENT FROM SCHOOL FOR FIVE CONSECUTIVE DAYS; UPON THE ADVICE OF THE HEALTH DEPARTMENT OR IF THERE ARE EXTENUATING CIRCUMSTANCES (in which case, notification will be given).

Continue infection control/prevention activities

Provide additional prevention supplies (Purchase of N-95 respirators, masks, disinfectant and gloves).

Post bilingual signs regarding the situation on entrance doors

Visitors to the buildings during school hours will be screened for symptoms by the school nurse

Access to lockers/desks by parent(s)/guardian(s)/relatives/guardians of students will be set for after school hours.

Teachers will wash down desks daily with antiseptic solution

Food service staff will wash down workspaces twice daily with antiseptic solution

Meals will not be eaten in congregated areas (as per the Division of Food and Nutrition of the Pennsylvania Department of Education)

Bus drivers will be encouraged to wash down seats frequently with antiseptic solution and have students showing symptoms seated away from the other students

School nurses will provide the transportation director with information regarding symptoms for dissemination to the bus drivers

The customary criteria for sending students/faculty to nurse will be followed

Each building principal along with the nursing staff will create a quarantine area where ill students will be kept separate from well students who are seeking common treatments from the nursing staff

Continue to send students and faculty home if they have a temperature over 100.5 degrees.

Parent(s)/guardian(s) will be requested to pick up their children (if they are unable to do so, the student(s) will be seated in the front seat of the bus with a mask to curb the spread of infection)

Continue to encourage staff/students to stay home until they are symptom free for 24 hours

If students are not symptom free then they will be put in the quarantine area and then sent home

Continuity of Student Learning Plan

Elementary

- All communication to parent(s)/guardian(s) and students will emphasize that language arts and math are the priorities.
- In language arts, novels will be distributed to parent(s)/guardian(s) who are willing to pick them up as well as worksheets to accompany those novels.
- In math, worksheets will be available for parent pick up and posted on the school's website for parental download.
- All materials will be consumable and are not to be returned as they may spread infection. No textbooks will be given out and this fact will be communicated to parent(s)/guardian(s) via the school websites and the emergency phone system.
- Parental pick up of materials will be done in the school's foyer.
- The assignments will be developed by the individuals according to the following hierarchy:
 - ELA:** a consensus of grade level teachers, lead teacher, literacy coach, reading specialists, principal, and the assistant superintendent.
 - Math:** a consensus of grade level teachers, lead teacher, math coach, principal, and the assistant superintendent.
- The pacing guides will be used to guide the development of assignments with an emphasis on the eligible content.

- Announcements regarding the continuation of student learning will be made via the emergency phone system to the homes of absent students on a daily basis by the individuals in the following order: principal, assistant principal (if applicable), school webmaster, instructional technology specialist, network coordinator, and lastly, the public relations coordinator. The emergency phone system message will be used to remind parent(s)/guardian(s) to check their child's teacher's website and then the school website for assignments and further information. The emergency phone message will also provide activities pertaining to a strand of eligible content for students who do not have internet access.
- The emergency phone message will be provided in both Spanish and English.
- An internet helpline will be developed at each school level and posted on the school's webpage. It will encourage parent(s)/guardian(s) to email their child's teacher first with their questions, then email the established help email addresses for language arts and math at the school level. Finally, a phone based helpline will be made available where questions will be taken and a teacher will answer the questions when they are able to do so. Principals will distribute those questions to teachers. A teacher may need to be paid to work from home and log those hours for reimbursement if there is a large volume of questions.

Student Re-entry:

- Student learning will be assessed by classroom teachers upon return to school.

- Students will be placed in flexible groups based on absences and amount of work completed during those absences on an as needed basis.
- Instructional coaches and reading specialists will provide instruction to the students who were unable to complete assignments and were absent for a significant number of days on an as needed basis.

Middle School

- All communication to parent(s)/guardian(s) and students will emphasize language arts and math as the priorities. If the student is well enough to complete social studies and science assignments, they should do so after completing the language arts and math assignments.
- In language arts, novels will be distributed to parent(s)/guardian(s) who are willing to pick them up as well as worksheets to accompany those novels.
- In math, worksheets will be available for parent pick up and posted on the school website for parental download.
- All materials will be consumable and are not to be returned as they may spread infection. No textbooks will be given out and this fact will be communicated to parent(s)/guardian(s) via the school website and the emergency phone system.
- Parental pick up of materials at the middle school will be at the external door of the cafeteria.
- The assignments will be developed by the individuals according to the following hierarchy:

Language arts: a consensus of the team of teachers, leader teachers, literacy coach, reading specialist, principal, and the assistant superintendent.

Math: a consensus of math teachers, lead teachers, math coach, principal, and the assistant superintendent.

Social studies and science: a consensus of the team of teachers, lead teachers, principal, and the assistant superintendent.

- The pacing guides will be used to guide the development of assignments with an emphasis on eligible content.
- Announcements regarding the continuation of student learning will be made via the emergency phone system to the homes of absent students on a daily basis by the individuals in the following order: principal, assistant principal (if applicable), school webmaster, instructional technology specialist, network coordinator, and lastly, the public relations coordinator. The emergency phone system message will be used to remind parent(s)/guardian(s) to check their child's teachers' websites and then the school website for assignments and further information. The emergency phone message will also provide activities pertaining to a strand of eligible content for students who do not have internet access.
- The emergency phone system message will be provided in both Spanish and English.
- An internet helpline will be developed at the middle school level and posted on the school's webpage. It will encourage parent(s)/guardian(s) to email their child's teachers first with their questions, then email the established help email addresses for language arts and math at the school level. Finally, a phone based helpline will be made available where questions will be

taken and a teacher will answer the questions when they are able to do so. The principal or assistant principal will distribute those questions to teachers for them to answer. A teacher may need to be paid to work from home and log those hours for reimbursement if there is a large volume of questions.

Student Re-entry:

- Student learning will be assessed by classroom teachers upon student return to school.
- Students will be placed in flexible groups based on absences and amount of work completed during those absences on an as needed basis.
- Instructional coaches and reading specialists will provide instruction to the students who were unable to complete assignments and were absent for a significant number of days on an as needed basis.
- Consider after school tutoring if students cannot “catch up” due to absences within two to three weeks of return to school.

High School

- All communication to parent(s)/guardian(s) and students will emphasize language arts and math as the priorities. If the student is well enough to complete social studies and science, they should do so after the language arts and math.
- In language arts, novels will be distributed to parent(s)/guardian(s) who are willing to pick them up as well as worksheets to accompany those novels.

- In math, worksheets will be available for parent pick up and posted on the school's website for parental download.
- All materials will be consumable and are not to be returned as they may spread infection. No textbooks will be given out and this fact will be communicated to parent(s)/guardian(s) via school websites and the emergency phone system.
- Parental pick up of materials will be in the high school's foyer.
- The assignments will be developed by the individuals according to the following hierarchy:

ELA: department chair, lead teachers, literacy coach, reading specialist, principal, and the assistant superintendent.

Math: department chair, lead teachers, math coach, principal, and the assistant superintendent.

Social studies and science: department chair, lead teachers, principal, and the assistant superintendent.
- The pacing guides will be used to guide the development of assignments with an emphasis on eligible content.
- Announcements regarding the continuation of student learning will be made via the emergency phone system to the homes of absent students on a daily basis by the individuals in the following order: principal, assistant principal (if applicable), school webmaster, instructional technology specialist, network coordinator, and lastly, the public relations coordinator. The emergency phone system message will be used to remind parent(s)/guardian(s) to check their child's teachers' websites and then the school website for assignments and further information. The emergency phone message will also provide activities

pertaining to a strand of eligible content for students who do not have internet access. For ELA, language arts strategies will be provided and the math content will be dependent upon the math department's suggestions.

- The emergency phone system message will be provided in both Spanish and English.
- An internet helpline will be developed at each school level and posted on the school's webpage. It will encourage parent(s)/guardian(s) to email their child's teachers first with their questions, then email the established help email addresses for language arts and math at the school level. Finally, a phone based helpline will be made available where questions will be taken and a teacher will answer the questions when they are able to do so. Principals will distribute those questions to teachers. A teacher may need to be paid to work from home and log those hours for reimbursement if there is a large volume of questions.

Student Re-entry:

- Student learning will be assessed by classroom teachers upon student return to school.
- Consider after school tutoring if students cannot "catch up" due to absences within two to three weeks of return to school.
- Consider credit recovery through the virtual academy or summer school if a student cannot recoup losses due to absences. The school board will determine if the AGSD will cover the expenses of credit recovery at the appropriate time as well as an extended school year based on the circumstances.

Communications Plan Pandemic Flu Response Avon Grove School District

For the purposes of this plan, the Communications & Community Relations Liaison (CCRL) would execute all tasks designated as the responsibility of the AGSD Communications Office. This includes drafting messages as well as educational and informational materials for dissemination.

If unable to fulfill these duties due to illness or other reason, the Director of Personnel would be responsible for preparing communications materials and managing media relations in consultation with the Office of the Superintendent.

All Web postings designated in this plan would be executed by the CCRL. In the event of her absence or inability to fulfill these obligations, Web postings would be completed by one of the following, listed in order of succession: District Network Administrator, Administrative Assistant to the Superintendent, or a building-level Web master.

For the purposes of this plan, all materials for public dissemination are subject to review and approval by the following prior to distribution:

1. District nurse liaison to the county health department (high school, middle school) who is responsible for interfacing with county health officials
2. Supervisor of Pupil Services
3. School counselor (at supervisor's discretion)
4. Building principal if school specific communications
5. Superintendent of Schools or designee

Key Communicator groups should be identified for each school and the district to include:

- State legislators
- Township and Borough Officials
- AGREM

- County Health Officials
- PTA/PTO and Booster Group Leaders
- Child Care Providers
- Civic Leaders
- Clergy
- Hispanic Civic/Community/Church Groups
- Transportation Vendors
- Private schools that use AGSD transportation

Once developed, electronic distribution lists will be created for each. At all stages of the Pandemic Flu Response Plan, each Key Communicator group should receive e-mail notifications and/or personal contact (via phone) as necessary.

All print and online communications regarding the AGSD Pandemic Flu Response Plan will be translated into Spanish. The AGSD Communications & Community Relations Office will work in conjunction with school personnel and the Office of Pupil Services to ensure all information is translated and clearly communicated to all Spanish-speaking parent(s)/guardian(s)/guardians.

Communications Matrix for Avon Grove School District's Pandemic Flu Response

Event Phase & Key Audiences	
Pre-Event	
Key Audiences	Communications Tools and Tactics
Administrators, Teachers, Staff, Volunteers, Board of Education	<p>Develop Awareness and Education Campaign</p> <ul style="list-style-type: none"> • Trifold brochure/Fact sheets • Overview/Q&A on Intranet and Internet • Develop inservice training (awareness and education). Rollout at new teacher induction and school/department staff meetings. • Content to focus on: Overview of the existence of AGSD's Pandemic Flu Response Plan; highlights of response plan; where each audience can get additional information; what to expect should the plan be activated; where to direct questions; rumor control. Include information, at discretion of HR Director and Superintendent, on short-term salary insurance; encourage staff to get annual flu shots. • Review sick leave policy and amend, if necessary, to cover an outbreak. Policy to include language regarding sick leave consequences. Review procedures (HR) for reporting absences and symptoms (local health jurisdiction access to info as one of 30 communicable diseases).
Students	<p>Develop awareness and prevention/good hygiene campaign in conjunction with school nurses. Can include one or more of the following:</p> <ul style="list-style-type: none"> • Posters • Fact Sheets • Healthy Habits lesson (PLE) • Health Curriculum (AGIS, FSEMS, AGHS) • Multi-media presentation (Centers for Disease Control)
Parent(s)/guardian(s)/Guardians	<p>Develop Targeted Information & Education Campaign to include:</p> <ul style="list-style-type: none"> • Trifold brochure and/or fact sheets that address various topics, including:

	<p>being prepared; definition of terms; explanation of Pandemic Flu phases; trigger points for when AGSD would implement it's Pandemic Flu Response Plan, including overview of plan for continuation of services; school closing procedures and notification processes; and procedures for reopening schools. Materials should advise parent(s)/guardian(s)/guardians to maintain current emergency contact information on file in the school nurse's office. Top-level content designed to inform and educate.</p>
General Public/AG Community	<p>Once finalized, announce development of a Pandemic Flu Response plan through various means, including one or more of the following:</p> <ul style="list-style-type: none"> • Presentation at Board meeting and/or announcement at a Board of School Directors Meeting • Posting to district and school Web pages • Link to plan on school and district Web pages • Newsletter article
Media	<ul style="list-style-type: none"> • Prepare and distribute news release announcing development of plan. • Coordinate interview opportunities with key AGSD personnel through Communications and Community Relations Office.

Breakout in Pennsylvania or Neighboring State(s)	
Key Audiences	Communications Tools & Tactics
Administrators, Teachers, Staff, Volunteers, Board of Education	<p>Note: Before distribution, all communications require review and approval by Superintendent or designee, school nurse liaison to Chester County/PA health officials, school counselor as appropriate, and supervisor of Pupil Services. Nurse liaison will serve as point of contact with health officials regarding absenteeism, and relaying recommended actions from the county/state/federal health officials.</p> <ul style="list-style-type: none"> • Issue Supervisory Briefing Sheet that outlines key details, provides action steps supervisors should take (if any), talking points, and where to direct questions, how to handle rumor control. • Brief school nurses and counselors • Broadcast e-mail to all administrators, staff, and Board of School Directors • Establish school-based mechanisms for responding to questions and rumor control (administrators, in conjunction with school nurses and counselors) • Reminder that any media inquiries should be directed to the District Communications Office and/or the Superintendent's office. Schools/school personnel should not respond to media inquiries unless otherwise directed by the Communications Office and/or Superintendent's office.
Students	<ul style="list-style-type: none"> • Issue reminders regarding proper hygiene using established procedures and protocols. • Review symptoms of flu. • Follow established procedures for referral to school nurse and/or counselor should a child feel ill or express concerns/worry over potential threat or possible news coverage.
Parent(s)/guardian(s)/Guardians	<ul style="list-style-type: none"> • Post notice to district and school Web sites. • Send News Flash. • Prepare and distribute letter and/or newsletter item that includes reminders on proper hygiene, what to do if a child feels ill, what the procedures are for continuation of services, etc. • Provide contact information for school nurse and/or school counselor for additional

	information and/or rumor control.
General Public/AG Community	<ul style="list-style-type: none"> • Post notice to school and district Web sites regarding readiness and reminders regarding AGSD's Pandemic Flu Response Plan.
Media	<ul style="list-style-type: none"> • Provide Web address where Pandemic Flu Updates will be posted. • Respond to incoming media inquiries as appropriate. All requests for information should be directed to the AGSD Communications Office or Office of the Superintendent. • If reporters (including print, radio and/or TV) show up on site unannounced, notify the AGSD Communications Office or Office of the Superintendent immediately. Do not provide information/an interview unless authorized to do so. [The media is permitted on public property (i.e. filming from across the street) and cannot be prohibited from taking video footage provided students' identities are protected (filming students from waist down, from a distance).] • The media cannot interview students under 18 without parent permission and should be prohibited from doing so on school property.

<p>Confirmed case(s) among Avon Grove student and/or staff population</p>	<ul style="list-style-type: none"> • Establish schedule for regular debriefings with members of the Pandemic Flu Response Team (Includes: superintendent, assistant superintendent, principals or designee(s), supervisor of buildings and grounds, supervisor of pupil services, nurse, guidance counselor, communications liaison, food service director, business manager, director of personnel). • Modify existing communications response plan as needed depending on changing circumstances, rumor control, etc. • In the event of a student death, include District Communications Office in notification chain and related crisis response.
<p>Key Audiences</p>	<p>Communications Tools and Tactics</p>
<p>Administrators, Teachers, Staff, Volunteers, Board of Education</p>	<ul style="list-style-type: none"> • Prepare and distribute a Supervisory Briefing Sheet to include: what we know; action steps supervisors, teachers, and support staff should take in terms of preventive measures (i.e. to avoid illness and measures for infection control); communicate procedures for what to do if they feel ill/a student is ill; expectations and steps for providing continuation of services. Including talking points for those answering phones and in offices. • Send broadcast e-mail updates to building and/or districtwide teachers and staff as necessary. • Implement rumor control plan. • Message points should: <ol style="list-style-type: none"> 1. Remind staff to be aware and monitor students' anxieties, parent(s)/guardian(s)' anxieties 2. Remind staff not to speculate and to refer to talking points provided to answer student and/or parent questions 3. Remind all to maintain student confidentiality • Provide information to staff about district absentee policy. • Remind teachers/staff to stay home if they are ill or exhibit symptoms. • Designate staff who will serve as school district/family liaisons in the event of a critically ill child, staff, or family member. The liaison would be responsible for communication

	<p>between family and the school.</p> <ul style="list-style-type: none"> • In the event of a student death (and possibly death of a non-school-aged sibling or other immediate family member) related to the Pandemic Flu, activate the AGSD Crisis Response Plan as appropriate. • Core Operations (Facilities & Technology): Utilize a means of maintaining onsite staff-to-staff communications (Nextel and/or Red Dot Emergency Walkie Talkie System) if/when phone systems are overloaded.
Students	<ul style="list-style-type: none"> • Activate referral system to school nurse(s) and/or counselors as appropriate. • Reinforce proper hygiene practices.
Parent(s)/guardian(s)/Guardians	<ul style="list-style-type: none"> • Send letter home advising parent(s)/guardian(s)/guardians that a case(s) have/has been identified in the school/district. Maintain student confidentiality. <ol style="list-style-type: none"> 1. Be aware of signs of stress and make appropriate referrals if necessary. 2. remind parent(s)/guardian(s) that students should remain home if they exhibit flu symptoms; 3. highlight infection control measures being taken; 4. remind parent(s)/guardian(s) of attendance policies and the need to send students to school if they are well; 5. provide contact information and info packet on continuation of services should a child be absent due to personal illness; 6. provide resources where parent(s)/guardian(s) can go for more information. • Communicate with parent(s)/guardian(s)/guardians regarding the need to think ahead and plan in advance in the event illness may affect their household. Include suggestions for thinking about possible childcare needs in advance; encourage parent(s)/guardian(s)/guardians to communicate with their own employers regarding absentee policies and childcare leave. • Post update to dedicated Pandemic Flu Web site. • Send News Flash. • Be aware of signs of stress and make appropriate referrals if necessary.
General Public/AG Community	<ul style="list-style-type: none"> • Web postings • Incoming inquiries should be directed to principal's office, AGSD Communications

	<p>Office, or Office of the Superintendent.</p> <ul style="list-style-type: none"> • Any information deemed public that is shared with parent(s)/guardian(s) or the media would be made available to the general public. • Refer to county health department if questions/concerns relate to own personal health status, township or county status, etc. • As part of infection control plan, signs to be posted in English and Spanish on school entrance(s).
Media	<ul style="list-style-type: none"> • AGSD personnel should always maintain student confidentiality. • All media inquiries should be referred to the AGSD Communications Office or Office of the Superintendent • Administrators, school nurses, teachers, staff, etc. should only answer questions from the media regarding flu cases or the school's/district's response if they are authorized to do so by the Communications Office or Office of the Superintendent. • All media interviews should be monitored/witnessed by a third party representative from the AGSD. • If reporters (including print, radio and/or TV) show up on site unannounced, notify the AGSD Communications Office or Office of the Superintendent immediately. Do not provide information/an interview unless authorized to do so. [The media is permitted on public property (i.e. filming from across the street) and cannot be prohibited from taking video footage provided students' identities are protected (filming students from waist down, from a distance).] • The media cannot interview students under 18 without parent permission and should be prohibited from doing so on school property. • The AGSD Communications Office or Office of the Superintendent will provide absentee rate and other information should an outbreak occur (after consult with school nurse liaison and county health officials). • Media should be referred to district Web site and Pandemic Flu Resource Page for information. • In the event of a student death, media response will be coordinated through the AGSD Communications Office. If the volume of inquiries increases or media attention spreads

	beyond the immediate local area, organize and execute one or more news briefing as appropriate. Identify and brief spokespersons prior to executing interview(s).
Outside Agencies/Groups That Use School Facilities	<ul style="list-style-type: none"> • The building Principal, in conjunction with the Superintendent, would make determinations regarding use of facility by outside groups during an outbreak. • Outside groups would be provided the same information available to the general public. • Contact agencies by phone and letter if school use is prohibited by external groups.
Transportation Vendors	<ul style="list-style-type: none"> • Administrative Assistant – Transportation, or Business Manager would serve as primary point of contact with private schools that use AGSD Transportation. • Notify transportation company officials (who will in turn notify drivers) of AGSD policy for transporting ill students home.
Private Schools that Use AGSD Transportation	<ul style="list-style-type: none"> • Administrative Assistant – Transportation, or Business Manager would serve as primary point of contact with private schools that use AGSD Transportation. • Provide information regarding AGSD procedures for transporting ill students home. Private schools should follow same procedures.
Vendors and/Or Visitors with Access to School/District Sites	<ul style="list-style-type: none"> • Limiting access by nonessential visitors will be at the discretion of the building Principal and/or Superintendent, after consult with school nurse(s), school physician and/or county health officials • Notifications regarding limited or no access would be disseminated via usual means (Web site posting; door signs; News Flash; calls, if necessary to volunteers, which would be handled by school volunteer coordinators or a person designated by the principal). • Vendors – If access is limited or precautions must be issued, communication would be made via usual school/district contact based on direction from Principal and/or Superintendent after consult with school nurse liaison, school physician, and/or county health officials.

40 Percent Absentee Rate (District nurse liaison makes weekly reports to health dept.)	
Key Audiences	Communications Tools and Tactics
Administrators, Teachers, Staff, Volunteers, Board of Education	<ul style="list-style-type: none"> • Prepare and distribute a Supervisory Briefing Sheet to include: what we know; action steps supervisors, teachers, and support staff should take in terms of preventive measures; communicate procedures for what to do if they feel ill/a student is ill; expectations and steps for providing continuation of services and a reminder on procedures. Including talking points for those answering phones and in offices. • Send broadcast e-mail updates as necessary. • Hold school-specific faculty/staff meetings as necessary. • Establish and activate mechanism for communicating accurate, reliable and timely information to parent(s)/guardian(s)/guardians of 1) students out sick; 2) of students who remain in school. • As part of infection control plan, signs to be posted in English and Spanish on school entrance(s). • Core Operations (Facilities & Technology): Activate staff-to-staff communications if/when phone systems are overloaded.
Students	<ul style="list-style-type: none"> • Reinforce steps students should take if they feel ill and/or exhibit symptoms. • Offer school-based health and mental health services as appropriate. • If student is sent to the school nurse and will be sent home, provide communications packet (in English or Spanish) that addresses continuation of services, criteria for being readmitted to school, and contact information for additional support and/or referral (i.e. health and or mental health services). • In the event of a student death (and possibly death of a non-school-aged sibling or other immediate family) related to the Pandemic Flu, activate the AGSD Crisis Response Plan.
Parent(s)/guardian(s)/Guardians	<ul style="list-style-type: none"> • Draft and distribute letter to all parent(s)/guardian(s) regarding continuation of services; expectations regarding completion of school assignments, how to get assignments and return them.

	<ul style="list-style-type: none"> • Include tip sheets for ways to stop the spread of germs and sickness; tips for caring for family members if they are ill; and contact information for the Chester County Health Department, which will be responsible for communicating medical and public safety advice. • Be aware of signs of stress in primary caregivers of ill students, and, if possible provide list of resources that may be available, including public or nonprofit mental health agencies. • Teachers, support staff and administrators should direct parent(s)/guardian(s) to central communications vehicles for information and updates. (i.e. Web site, District Communications Office, Superintendent’s Office, or School Principal’s Office) • As absentee rates increase, may be a need to implement mechanism for responding to parent inquiries, including the established communication request tracking system. • Monitor incoming communications to assess and effectively respond to rumors and/or requests for information. (Examples include e-mails to administrators; contact the superintendent communications via the Web, etc.).
General Public/AG Community	<ul style="list-style-type: none"> • Web postings • Incoming inquiries should be directed to principal’s office, AGSD Communications Office, or Office of the Superintendent. • Any information deemed public that is shared with parent(s)/guardian(s) or the media would be made available to the general public. • Refer to county health department if questions/concerns relate to own personal health status, township or county status, etc.
Media	<ul style="list-style-type: none"> • All media inquiries should be referred to the AGSD Communications Office or Office of the Superintendent. • Administrators, school nurses, teachers, staff, etc. should only answer questions from the media regarding flu cases or the school’s/district’s response if they are authorized to do so by the Communications Office or Office of the Superintendent. • All media interviews should be monitored/witnessed by a third party representative from AGSD. • If reporters (including print, radio and/or TV) show up on site unannounced, notify the

	<p>AGSD Communications Office or Office of the Superintendent immediately. Do not provide information/an interview unless authorized to do so. [The media is permitted on public property (i.e. filming from across the street) and cannot be prohibited from taking video footage provided students' identities are protected (filming students from waist down, from a distance).]</p> <ul style="list-style-type: none"> • The media cannot interview students under 18 without parent permission and should be prohibited from doing so on school property. • Always maintain student confidentiality. • The AGSD Communications Office or Office of the Superintendent will provide absentee rate and other information should an outbreak occur (after consult with school nurse liaison and county health officials). • Media should be referred to district Web site and Pandemic Flu Resource Page for information. • In the event of a student death, media response will be coordinated through activation of the AGSD Crisis Response Plan. Inquiries will be handled on a case-by-case basis through the AGSD Communications Office or the Office of the Superintendent. If the volume of inquiries increases or media attention spreads beyond the immediate local area, organize and execute one or more news briefing as appropriate.
Outside Agencies/Groups That Use School Facilities	<ul style="list-style-type: none"> • The building Principal, in conjunction with the Superintendent, would make determinations regarding use of school facility(ies) by outside groups during an outbreak. • Outside groups would be provided the same information available to the general public.
Transportation Vendors	<ul style="list-style-type: none"> • Administrative Assistant – Transportation, or Business Manager would serve as primary point of contact with private schools that use AGSD transportation. • Notify transportation company officials (who will in turn notify drivers) of AGSD policy for transporting ill students home.
Private Schools that Use AGSD Transportation	<ul style="list-style-type: none"> • Administrative Assistant – Transportation, or Business Manager would serve as primary point of contact with private schools that use AGSD transportation. • Provide information regarding AGSD procedures for transporting ill students home. Private schools should be expected to follow same procedures.
Vendors and/Or Visitors with	<ul style="list-style-type: none"> • Limiting access by nonessential visitors will be up to the discretion of the building

Access to School/District Sites	<p>Principal and/or Superintendent, after consult with school nurse(s), school physician and/or county health officials</p> <ul style="list-style-type: none">• Notifications regarding limited or no access would be disseminated via usual means (Web site posting; door signs; News Flash; calls, if necessary to volunteers, which would be handled by school volunteer coordinators or a person designated by the principal.)• Vendors –If access was limited or precautions must be issued, communication would be made via usual school/district contact based on direction from the building Principal and/or Superintendent after consult with school nurse liaison, school physician, and/or county health officials.
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Schools Closed	
Key Audiences	Communications Tools & Tactics
Administrators, Teachers, Staff, Volunteers, Board of Education	<ul style="list-style-type: none"> • Prepare and distribute a Supervisory Briefing Sheet to all Administrators (in conjunction with HR Director and Superintendent). Including talking points for those answering phones/manning offices. • Send broadcast e-mail to staff from Superintendent. • Utilize staff phone chains to: <ol style="list-style-type: none"> 1. notify staff of daily closures 2. provide explanation of benefits based on incoming inquiries
Students	<ul style="list-style-type: none"> • Make age-appropriate announcements to students at discretion of building Principal. • Make counseling services available if students are sent home during a school day and teachers remain at school.
Parent(s)/guardian(s)/Guardians	<ul style="list-style-type: none"> • Send News Flash • Web posting • Contact key communicator lists to disseminate information and make parent contacts (i.e. PTA leaders, Booster groups, etc.). • Send letter home in English and Spanish regarding school closure.
General Public/AG Community	<ul style="list-style-type: none"> • Web postings • Any information deemed public that is shared with parent(s)/guardian(s) or the media would be made available to the general public. Refer to Web site or AGSD Communications Office to avoid tying up school phone lines to the extent possible. • Refer to county health department if questions/concerns relate to own personal health status, township or county status, etc.
Media	<ul style="list-style-type: none"> • Issue news release to all media outlets after consultation with school nurse liaison, school physician, and county health officials. (Sign-off required by Superintendent, Assistant Superintendent, Director of Pupil Services). • Evaluate media response and hold a news briefing/news conference if necessary. • Make daily notifications regarding school closures to radio and TV stations until closure ceases (Office of Superintendent).

	<ul style="list-style-type: none"> • Administrators, school nurses, teachers, staff, etc. should only answer questions from the media regarding school closures if they are authorized to do so by the Communications Office or Office of the Superintendent • All media interviews should be monitored/witnessed by a third party representative from AGSD. • If reporters (including print, radio and/or TV) show up on site unannounced, notify the AGSD Communications Office or Office of the Superintendent immediately. Do not provide information/an interview unless authorized to do so. [The media is permitted on public property (i.e. filming from across the street) and cannot be prohibited from taking video footage provided students' identities are protected (filming students from waist down, from a distance).] • The media cannot interview students under 18 without parent permission and should be prohibited from doing so on school property.
Outside Agencies/Groups That Use School Facilities	<ul style="list-style-type: none"> • Principal and/or building contact would make notifications to outside groups regarding school closures.
Transportation Vendors & Private Schools That Use AGSD Transportation	<ul style="list-style-type: none"> • Administrative Assistant – Transportation, or Business Manager would notify transportation company officials and private schools that use AGSD transportation.
Vendors with Access to School/District Sites	<ul style="list-style-type: none"> • Core Operations leads would notify vendors (i.e. those that make deliveries, etc.) of school closures.

Reopening	
Key Audiences	Communications Tools & Tactics
Administrators, Teachers, Staff, Volunteers, Board of Education	<ul style="list-style-type: none"> • Use staff phone chain notification to alert staff of reopening of schools. • Develop and distribute Supervisory Briefing Sheet. • Announce counseling support services for faculty and staff (if available). • Set up prescreening procedures for staff and student return to school. • Hold staff meetings (principals in conjunction with HR Director & Superintendent).
Parent(s)/guardian(s)/Guardians	<ul style="list-style-type: none"> • Post notice to Web site that school are reopening. • Send News Flash. • Instruct parent(s)/guardian(s) to follow normal transportation procedures. • Indicate procedures for recently ill child returning to school. • Provide Web address, phone numbers. • Notify TVs and radio stations that schools are reopening.
Media	<ul style="list-style-type: none"> • Issue news release notifying media of reopening of schools. • Provide contact information for parent(s)/guardian(s)/guardians. • Hold new briefing as needed at predetermined place/date/time. • Establish ground rules for interviews; identify individuals who can be interviewed (nurse, counselor, etc.). • Establish ground rules for covering return to school (no student interviews; protect student confidentiality; no filming or photographing students who may be identifiable (comply with parent permission policies). No filming or photographing in schools until Principal and Superintendent deem it would not pose a disruption to school environment. No unescorted media access to schools. • Provide information for helping students cope and other resources .
Students	<ul style="list-style-type: none"> • Mobilize Crisis Response/Recovery Team to provide emotional-psychological support (Pupil Services); Provide mechanisms for students to voice need for assistance (academic, emotional, physical) • Establish sense of normalcy

Outside Agencies/Groups That Use School Facilities	<ul style="list-style-type: none"> • Principal and/or building contact would make notifications to outside groups regarding school reopening and when/if use of facility by outside groups can resume.
General Public/AG Community	<ul style="list-style-type: none"> • Utilize Web postings and communicate through news media.
Vendors with Access to School/District Sites	<ul style="list-style-type: none"> • Core Operations leads would notify vendors (i.e. those that make deliveries, etc.) of school reopening.

Recovery Phase	
<u>Key Audiences</u>	<i>Communications Tools & Tactics</i>
Teachers, Staff	<ul style="list-style-type: none"> • Provide Supervisory Briefing Sheet that includes talking points. • Send broadcast e-mail thanking all for efforts, service provided and acknowledging stresses of illness and absences. • Hold staff/faculty meetings as appropriate (HR provide information; Administration provide information about support services (employee assistance) and recovery plan for students. • Communicate revised student/staff calendar – advertise through Web postings, broadcast e-mail, etc.
Students	<ul style="list-style-type: none"> • Work through recovery plan and provide additional supports as needed (all personnel). • Provide counseling and health services – communicate availability through announcements and other appropriate means based on school/age (building administrators).
Parent(s)/guardian(s)/Guardians	<ul style="list-style-type: none"> • Send letters home weekly (TBD) for first several weeks of recovery phase. • Web postings • Hold parent information night(s) to explain support services and recovery plan. • Provide referral info if needed. • Provide info on coping with stress and helping to identify student needs during transition/recovery. • Provide revised calendar.
Media	<ul style="list-style-type: none"> • Keep apprised of recovery plan. • Arrange interviews with key personnel. • Prohibit student/staff interviews on health topics in effort to return sense of normalcy and avoid interruptions to the learning environment.
Outside Agencies/Groups That Use School Facilities	<ul style="list-style-type: none"> • Principal and/or building contact would make notifications to outside groups regarding when/if use of facility by outside groups can resume.

General Issues Regarding Core Operations:

The Avon Grove School District will implement the Pandemic Flu Response Plan per school when the student absentee level reaches 40% or more for five consecutive days.

Implementation will cease when absentee level reaches 15% or less for 5 consecutive school days.

The cancellation of public events/extracurricular activities will be at the superintendent's discretion.

The cancellation of travel for staff development, field trips, and competitions will be at principals' and superintendent's discretion.

The staff will be reassigned throughout the district or assigned school at their principal's, supervisor's, assistant superintendent's or superintendent's discretion.

Core operation emergency staffing will be executed as outlined in the following pages.

Pandemic flu core operations worksheet- human resources.xls

Category	Service	1st Contact	2nd Contact
Human Resources Essential Services (daily - must continue)	Employee Benefits Administration	Personnel Director	Benefits Assistant
	Life and LTS Claims Processing	Personnel Director	Benefits Assistant
	Leave Request Processing	Personnel Director	Benefits Assistant
	Employee Customer Service	Personnel Director	Benefits Assistant
	Emergency Staffing	Personnel Director	Benefits Assistant
Necessary Services (time frame can be delayed up to one month)	Routine Staffing	Personnel Director	Benefits Assistant
	Routine Recruiting	Personnel Director	Benefits Assistant
Non-essential Services (delayed longer than a month)	Mandated Reporting	Personnel Director	Benefits Assistant
	Benefits Auditing	Personnel Director	Benefits Assistant
	Employee Evaluation	Personnel Director	Benefits Assistant

Pandemic Flu core operations worksheet-Finances

<u>Category</u>	<u>Priority</u>	<u>Service</u>	<u>Contingency</u>	<u>Primary Support</u>	<u>Secondary Support</u>	<u>Tertiary Support</u>
Finances Essential Services (daily - must continue)						
	1	Payroll		Payroll Clerk	Assistant Business Manager	Business Manager
	2	Tax Collection		Asst. tax collector	Assistant Business Manager	Business Manager
	3	Accounts Payable and Purchasing		Accounts Payable Clerk	Assistant Business Manager	Business Manager
	4	Transferring Funds	Can be done remotely	Assistant Business Manager	Business Manager	
	5	Tax Payments		Payroll Clerk	Assistant Business Manager	Business Manager
Necessary Services (time frame can be delayed up to one month)		Accounting functions		Assistant Business Manager	Business Manager	
Non-essential Services (delayed longer than a month)		Budget and planning		Assistant Business Manager	Business Manager	

Pandemic Flu core operations worksheet-Pupil Services

<u>Category</u>	<u>Priority</u>	<u>Service</u>	<u>Contingency</u>	<u>Primary Support</u>	<u>Secondary Support</u>	<u>Tertiary Support</u>
Pupil Services Dept. Essential Services						
eTime and Payroll Management for the Pupil Services and Special Education Offices	1	Attendance Reporting and Payroll Report Processing	Can be done remotely	Supervisor of Pupil Services	Supervisor of Special Education	Payroll Manager
Staff Planning	2	Provide Staff Coverage for Pupil Service's Departments Districtwide	Can be done remotely	Supervisor of Pupil Services	Human Resources Director	Assistant Superintendent
Oversee the operations of the Pupil Services department	3	Supervise and provide guidance to the school psychologists, guidance counselors, student assistance program coordinators, nurses, ESL teachers and teachers of the gifted. Supervise home education and homebound education programs.	Can be done remotely	Supervisor of Pupil Services	Assigned Principal at each school building	Assistant Superintendent
Necessary Services (time frame can be delayed up to one month)						
Supply Orders		Place orders for staff as needed	Can be done remotely	Supervisor of Pupil Services	Assistant Business Manager	Business Manager
Non-essential Services (delayed longer than a month)						
Accounts Payable		Review invoices and prepare for payment	Can be done remotely	Supervisor of Pupil Services	Assistant Business Manager	Business Manager

Pandemic Flu Core Operations - Special Education Plan

<u>Category</u>	<u>Priority</u>	<u>Service</u>	<u>Contingency</u>	<u>Primary Support</u>	<u>Secondary Support</u>	<u>Tertiary Support</u>
Essential Services						
Staff Planning	1	Work with building administrators to provide services for Sp. Ed. students	Can be done remotely	Supervisor of Special Education	Supervisor of Pupil Services	Assistant Superintendent
Outside Providers	2	Notify agencies and educational entities that provide services to A/G sp. ed. students and provide information and guidance	Can be done remotely	Supervisor of Special Education	Sp. Ed. Administrative Assistant	District IEP Coordinator
Management of Special Education Office	3	Monitor essential incoming and outgoing communications of a time sensitive nature, via website with phone numbers, e-mail and/or fax etc.	Can be done remotely	Supervisor of Special Education	Sp. Ed. Administrative Assistant	District IEP Coordinator
Necessary Services						
Accounts Payable	1	Review invoices and prepare for payment	Can be done remotely	Supervisor of Special Education	Sp. Ed. Administrative Assistant	District IEP Coordinator
Non-essential Services						
Supplies	1	Place orders as needed	Can be done remotely	Supervisor of Special Education	Sp. Ed. Administrative Assistant	District IEP Coordinator

Pandemic Flu core operations worksheet- Technology

<u>Category</u>	<u>Priority</u>	<u>Service</u>	<u>Contingency</u>	<u>Primary Support</u>	<u>Secondary Support</u>
Technology Dept. Essential Services (daily - must continue)					
	1	CSIU	Most duties can be done remotely	District Network Admin	District Technician
	2	SASI	Some duties can be completed remotely	District Network Admin	District Technician
	3	Task server	On site duties	District Network Admin	District Technician
	3	Server Maintenance	Some duties can be completed remotely	District Network Admin	District Technician
	3	Systems checks	Most duties can be done remotely	District Network Admin	District Technician
Necessary Services (time frame can be delayed up to one month)					
		Classroom repairs - teacher or student equipment	Use other available equipment, until the repair can be completed	Building Technician	District Technician
		Network printers	Use other available equipment, until the repair can be completed	Building Technician	District Technician
Non-essential Services (delayed longer than a month)					
		Hardware/software upgrades		Building Technician	District Technician
		New equipment installation		Building Technician	District Technician

Pandemic Flu core operations worksheet-transportation

<u>Category</u>	<u>Priority</u>	<u>Service</u>	<u>Contingency</u>	<u>Primary Support</u>	<u>Secondary Support</u>	<u>Tertiary Support</u>
Transportation Department Essential Services (daily - must continue)						
	1	Modify transportation schedule based on the availability of drivers and student attendance	Can be done remotely	Transportation Director	Business Manager	Assistant Business Manager
Necessary Services (time frame can be delayed up to one month)						
Non-essential Services (delayed longer than a month)						

Pandemic Flu Core Operations Worksheet-Food Service

<u>Category</u>	<u>Service</u>	<u>Contingency</u>	<u>Primary Support</u>	<u>Secondary Support</u>	<u>Tertiary Support</u>
Food Services Essential Services					
DISTRICT OFFICE					
Free and Reduced Priced Applications	Application are processed upon receipt using Visual Boss P.R.O Central Office software.	Managers can put students on temporarily free lunch until application can be completed	Food Service Secretary	Food Service Director	
Reimbursement Claims	Federal and State Reimb. claims are processed by the 8th of every month on PEARS	Can possibly be done remotely	Business Manager	Asst. Business Manager	Food Service Director Assistant Business Manager
eTime and Payroll Management	Attendance Reporting and Payroll Report Processing		Food Service Director	Payroll Manager	Manager
Food and Supply Orders	Order processing for food and supplies	Can be done remotely	Food Service Secretary	Food Service Director	Cafeteria Managers
Repair Issues	Equipment problems with <u>essential</u> equipment in the kitchen		Food Service Director	Food Service Secretary	Cafeteria Managers
Repair Issues	Point of Sale System or Computer problems	manually process sales	Food Service Office and Horizon-Boss.com	Technology Department and Horizon-Boss	Horizon-Boss
SCHOOL CAFETERIAS					
Food and Supply Orders	Review upcoming menus and place food order for all menu items not in inventory	Can be done remotely	Cafeteria Manager	Food Service Office	Cafeteria Cook
Day End Processing and Bank Deposits	Close out all registers and make bank deposit		Cafeteria Manager	Food Service Office	Cafeteria Cook
Staffing	Staff Coverage : Cashiers, Certified Food Handlers, Dish Washers, etc.		Cafeteria Manager	Food Service Office	Cafeteria Cook

Pandemic Flu Core Operations Worksheet-Food Service

<u>Category</u>	<u>Service</u>	<u>Contingency</u>	<u>Primary Support</u>	<u>Secondary Support</u>	<u>Tertiary Support</u>
Necessary Services (time frame can be delayed up to one month)					
DISTRICT OFFICE					
Menu Preparation	Monthly breakfast and lunch menus are prepared in Nutrikids based on a six week cycle	Prepare Manually	Food Service Director	Food Service Secretary	Cafeteria Managers
Menu Publication	Paper menus are distributed to all elementary school students. All menus are published on website in 2 forms interactive and pdf.	Publish one menu on the web only.	Food Service Director along with Technology Coordinator.	Food Service Secretary along with Technology Coordinator	Cafeteria Managers
Repair Issues	Equipment problems with equipment in the kitchen		Food Service Director	Food Service Secretary	Cafeteria Managers
Accounts Payable	Review invoices and prepare for monthly payment.		Food Service Secretary	Food Service Director	
DISTRICT OFFICE					
Non-essential Services (delayed longer than a month)					
Accounts Receivable	Invoices are sent for catering events.		Food Service Secretary	Food Service Director	
SCHOOL CAFETERIAS					
Inventory of Food and Supplies	Prepare monthly inventory of all purchased food, processed and govt commodities as well as supplies	Delay	Cafeteria Manager	Cafeteria Cook	Cafeteria General Worker

Pandemic Flu core operations worksheet-facilities

<u>Category</u>	<u>Priority</u>	<u>Service</u>	<u>Contingency</u>	<u>Primary Support</u>	<u>Secondary Support</u>	<u>Tertiary Support</u>
Facilities Essential Services (daily - must continue)	1	Phone Systems, PA Systems		Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person
	2	Waste Water Treatment Operations		Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person
	3	Payroll Delivery	Employees can pick up their check at the district office.	Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person
	4	Emergency Systems/fire alarms		Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person
	5	HVAC Systems		Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person
	6	Emergency Systems/fire alarms		Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person
	7	Electrical Systems		Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person

Pandemic Flu core operations worksheet-facilities

	8	Deliveries including mail and fuel	An employee from each building can pick up/drop off mail at the district office.	Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person
	9	Emergency Generators		Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person
	10	Boiler Plants		Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person
		AC Units		Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person
Necessary Services (time frame can be delayed up to one month)		Preventative/ Scheduled Maintenance Items		Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person
		Custodial Services		Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person
		Supply Shipments		Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person
		Routine Maintenance Items		Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person

Pandemic Flu core operations worksheet-facilities

Non-essential Services (delayed longer than a month)		Lawn Mowing		Director of Building and Grounds	Building Level Maintenance Supervisor	Floating Maintenance Person
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