Lyons-Decatur
Northeast
Public Schools

Pandemic Plan

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Table of Contents
Defining Pandemic

Purpose of This Guide

Prevention and/or Treatment

The District Emergency Response Team

Management of Operations

Communications

Schools

Employees

Students/Parents/Guardians

Reducing the Spread of a Virus

Management Structure

Student Spacing (social distancing)

School Cleaning

Education of Students/Staff/Parents to mitigate concerns

Treatment

Vaccines

Anti-viral medication

Continuity of Operations

School Pandemic Plan Maintenance

Appendix A- Background Information
Appendix B- Assumptions
Appendix C- Resources

Defining Pandemic
According to the World Health Organization (WHO) a pandemic emerging infectious disease is a disease that will affect people around the world, arriving even to the most remote corners of the world. Three criteria determine a pandemic emerging infectious disease:

1. A new emerging infectious disease to which humans have no immunity.
2. Humans are infected and become very sick (or die).
3. Is contagious and spreads from person-to-person efficiently.

The Purpose of the Guide

The purpose of this document is to assist in managing the impact of an emerging infectious disease pandemic, if one should transpire, that affects Lyons-Decatur Northeast Public Schools. The document focuses on two main strategies which include:

> Sustaining educational functions

> Reducing the spread of the virus within school facilities

This guide provides procedures to address:

> Communication to schools from external sources regarding a pandemic virus, and internal communications within the school.

> Activities to reduce the spread of the virus:

- Reducing the risk of infected persons entering LDNE Public Schools, including: students, staff and all visitors
- Student Spacing - reducing person-to-person interactions
- Social Distancing - reducing or postponing school events or activities
- Cleaning and disinfecting school facilities
- Educating parents, students and staff to address potential concerns
- Address those students and employees that may become ill while at school as well as those who may have been exposed to a virus

Prevention and/or Treatment

> Disseminating information regarding:
- Vaccinations
- Anti-viral medication
- Antibiotics

Maintaining School Functions:

- Identify essential staff and school functions
- Plan for absenteeism of students and/or staff members
- Communicate to parents, guardians, students and staff
- Education for employees, students, parents and guardians regarding the pandemic

The District Emergency Response Team

Management of Operations

- The District Emergency Response Team will be responsible for the Pandemic Plan.

- The District Emergency Response Team will be responsible for implementation of the Pandemic Plan.

- The Superintendent will be assigned and is responsible for communications as directed by the District Emergency Response Team.

- An Incident Command Center will be located at Lyons-Decatur Northeast School to manage the Pandemic Plan. The School Nurse and Superintendent will collaborate with Elkhorn Logan Valley Public Health Department.

- The necessary provisions of sufficient and accessible infection prevention supplies (soap, alcohol-based hand hygiene products, tissues and appropriate receptacles) will be readily available and used as directed by Elkhorn Logan Valley Public Health Department.

- The district will continue to work with Elkhorn Logan Valley Public Health Department to report a substantial increase in absenteeism among students and faculty.

- Upon notification that a pandemic is occurring, the District Emergency Response Team will:
  
  - Set up prominent notices at all facility entry points advising staff, students and visitors not to enter if they have symptoms of the emerging infectious disease.
  
  - Educate employees, students, parents and visitors on how to stop the spread of the virus by disseminating the appropriate information. The information will
then be placed in conspicuous places (including entrances, notice boards, meeting rooms and restrooms). Notices should contain hygiene information regarding hand washing, covering coughs and sneezes and student spacing.

- Measures will be taken to ensure the adequate supplies of tissues, hand sanitizing gels, soap and water cleaning supplies are available for employees and student use.

- A pandemic emerging infectious disease fact sheet containing information to help stop the spread of the virus and performing effective student spacing will be shared with parents and/or guardians.

- Shared work areas will be cleaned at least daily with a disinfectant.

- Decisions on how and when to operate the school system with a significant shortage of staff and students will be made by the Superintendent of schools. Such a decision will be made in conjunction with Elkhorn Logan Valley Public Health Department. These decisions may also consider alternatives such as staggered school times, changes to busing and telecommunications.

- Procedures for implementing containment measures, such as canceling sporting events and other mass gatherings, will be determined by the Superintendent of Schools or the Activities Director.

- Procedures to assure continuity of instruction will depend on the variables of the pandemic event. Alternative methods of instruction may include web-casts, e-mail, television broadcasts or other alternative methods.

**Communication for Schools**

- Lyons-Decatur Northeast Schools has aligned its pandemic emerging infectious disease plan with Logan Elkhorn Valley Public Health Department, as well as the Nebraska Department of Health and Human Services pandemic emerging infectious disease recommendations in order to coordinate an appropriate response and to avoid causing unnecessary concern. Key features include: working closely with Elkhorn Logan Valley Health Department and establishing communication mechanisms.

The primary communication channel will be the Elkhorn Logan Valley Public Health Department website located at [https://elvphd.org/](https://elvphd.org/)

- Specific information for schools will also be made available through both the aforementioned website and through [www.lyonsdecatureschools.org](http://www.lyonsdecatureschools.org).
● Lyons-Decatur Northeast Public Schools will communicate and educate faculty, staff, students and parents about effective hygiene habits. This information will include standard precautions pertaining to good hand washing as well as coughing/sneezing etiquette.

● The Superintendent will act as spokesperson(s) for the district. Communication channels will be used according to the nuances of the pandemic which may include: website information, school and district newsletters, e-mail, social media and the District’s communication system.

Communication to Employees

● Communication to employees will flow from the Superintendent and/or emergency response team to employees to advise the employees in advance where to find up-to-date and reliable information about pandemics.

● Communication will be made via the District’s communication system, e-mail, and the Lyons-Decatur Northeast Public School’s Website www.lyonsdecaturschools.org.

● Links to Elkhorn Logan Valley Public Health Department website and the Nebraska Department of Health and Human Services will be disseminated via e-mail, social media and/or the Lyons-Decatur Public School’s website.

● Educational communications regarding best healthcare practices will be provided to encourage employees to acquire and maintain personal, regular health care services that address any pandemic event that may occur.

● Communication will also be provided regarding school policies for employee’s compensation and sick leave absences that may be unique to a pandemic.

Communications to Students/Parents/Guardians

● The dissemination of information pertaining to the district’s pandemic preparedness and response plan can be found on the Lyons-Decatur Public School’s website.

● The district will communicate as quickly and efficiently as possible. Communications will address the potential for fear and anxiety that the students and/or families may have as a result of rumors or misinformation.
To the greatest extent possible, the district will disseminate information for parents about the potential impact of a pandemic on school functioning (i.e., parents may have to arrange for childcare in the event of school closures).

### Student Spacing (social distancing)

Student spacing refers to the distance between individuals and strategies to reduce the spread of the virus between people.

- In the event of a pandemic, education on student spacing will be distributed to all staff, students and parents.

- Student spacing strategies *may* include:
  - spacing students’ desks three (3) feet apart
  - shortening passing periods
  - sending students to eat lunch at their desks
  - staggering school attendance times
  - staggering bus routes so there are fewer people on each route
  - limiting group activities and interaction between classes
  - canceling gym class, choir or other school activities that place individuals in close proximity

### School Cleaning

- Disinfecting of shared work areas, counters, railings, door knobs and stairwells should be performed more frequently during an emerging infectious disease pandemic.

- Appropriate ventilation to the facility will be used to ensure a clean learning atmosphere.

- Filters of the air conditioning systems should be cleaned and changed more frequently during a pandemic.

- To the greatest extent possible, telephones should not be shared.

- Frequent cleaning will remain a best practice. We will follow the Elkhorn Logan Valley Health Department guidelines. Specialized cleaning solutions
may not be necessary. Therefore, standard cleaning products may be adequate (including soap and water) and will disinfect most surfaces.

- Details regarding cleaning solutions can be located on the fact sheets at the CDC’s Website [https://www.cdc.gov/flu/school/cleaning.htm](https://www.cdc.gov/flu/school/cleaning.htm)

**Educating Students/Staff/Parents to Reduce Concern**

It is likely there will be anxiety regarding the pandemic emerging infectious disease and this may contribute to increased absenteeism and/or increased distress to students, parents and staff.

- Suggested methods to address this include:
  - educating those involved in the District’s preparedness efforts
  - provide timely updates to students, parents, teachers and other relevant parties
  - during a pandemic, continue to educate staff, students and parents regarding the progress of the pandemic and its effects
  - as needed, work with local resources and local public health officials to assure support mechanisms are readily available (For example: district counselors, mental health, social services and faith based resources)

**Managing Illness in Staff, Students or Visitors**

- The district will post information on what to do if people get sick while at school.

- The School Nurse will inform staff and students regarding symptoms of the illness.

- If a person becomes ill or if someone observes that another person is exhibiting symptoms of the emerging infectious disease at school, the building principal, school nurse or designated person will evaluate the person and send home as soon as possible.

- To the greatest extent possible, the transportation of ill students will be done by parents and/or guardians.

- Students or staff members will be directed to seek medical care and report back to the school.
• Parents and/or students, as well as staff members, will adhere to guidelines set forth by Elkhorn Logan Valley Public Health Department regarding standard baselines for staying home and when they may return to school.

Treatment

Vaccines

Public health officials will make the best use of available vaccines and will inform schools and the public on all available vaccines.

• Meanwhile, we encourage all employees and students to obtain the annual seasonal influenza vaccines.

• The Nebraska Department of Public Health and the Center for Disease Control will provide advice on priority groups for pandemic immunizations.

Anti-Viral

Antiviral medications may play an integral role in the treatment and prevention of a pandemic emerging infectious disease, however, their efficacy against a pandemic strain may be unknown. There may be limited amounts of certain anti-viral medications available, as well as there may be barriers in attempting to use them as a treatment and prevention tool in the event of a pandemic emerging infectious disease.

• The Nebraska Department of Public Health will provide recommendations on the use of antiviral medication.

• The District will check the Nebraska Department of Health and Human Services (NEDHHS) and/or Elkhorn Logan Valley Public Health Department website for the latest information on the use of antiviral medications and recommendations. Information will be disseminated accordingly.

Continuity of Operations

The District Emergency Response Team will ensure that core functions, people and skills have been identified and that strategies are in place to manage these prior to a pandemic.

Required Personnel

• All district administrators – to assist with communication, work with other agencies and plan accordingly
- All building principals – to assist with communication and planning with district level administration
- All secretarial staff – to assist in carrying out the plan of action
- All custodial staff members – to ensure a safe, clean environment
- Nursing staff members – to assist in planning and promoting safe and healthy environments

Identify a process for maintaining the operation of the Administrative Offices (including budget, payroll, and on-going communications with parents and students).

All budgetary and payroll issues that arise due to a pandemic will be addressed according to state and federal law, school district policy and the idiosyncrasies of the pandemic.

**Alternative Education Methods**

The Lyons-Decatur Northeast Public School District reserves the right to educate children based on the details of the pandemic. Alternative modes of education may be delivered by: web-based learning, e-mail, television broadcasts and/or U.S. Postal Service.

**School Pandemic Maintenance**

- The District Pandemic Plan will be reviewed and revised annually by the District Emergency Response Team

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**Appendices**

**Appendix A**
Background

According to the World Health Organization (WHO):

“An influenza pandemic occurs when a new influenza virus appears against which the human population has no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illness. With the increase in global transport and communications, as well as urbanization and overcrowded conditions, epidemics due to the new influenza virus are likely to quickly take hold around the world.”

Influenza is a highly contagious respiratory virus that is responsible for annual epidemics in the United States and other countries. Each year an average of 200,000 people are hospitalized and 36,000 die in the U.S. from influenza infection or a secondary complication. During an influenza pandemic the level of illness and death from influenza will likely increase dramatically worldwide.

The impact of an influenza pandemic on the local economy and business processes could be devastating. It is likely that 15-35% of Nebraska’s population will be affected. There is a potential for high levels of illness and death, as well as significant disruption to society and our economy, making planning for the next influenza pandemic imperative.

Appendix B

Assumptions

Influenza

Predicted spread and severity:

- Over a several month period, illness rates in Nebraska’s population: 15-35%
- Global spread in: 3 months
- Vaccine availability: 6 months after initial outbreak
Antiviral treatment: Likely to be in short supply and may not be effective

Potential Effects:

- Large percentages of the population may be unable to work for days to weeks during the pandemic
- Diminished numbers of people and expertise available
- Diminished emergency and essential services—fire, police, and medical
- Potential for school closures

Potential School Effects:

- Large numbers of staff absent making it difficult to maintain school operations
- Loss of services from suppliers (e.g., food service, other essential products)
- Large numbers of student absenteeism

Appendix C

Resources

Elkhorn Logan Valley Public Health Department
https://elvphd.org/

Frequently Asked Questions and Answers
http://www.pandemicflu.gov/faq/pandemicinfluenza/
Important Information about the Coronavirus

Dear families,

By now you know that cases of the Coronavirus (COVID-19) have been found in the United States. We understand that this news is worrisome and that extra attention will be placed on schools in the coming days.

As with any contagious illness, we are working closely with the Elkhorn Logan Valley Health Department (https://elvphd.org/) and will follow their guidelines.

Our students are depending on us to make sure they are safe. Part of that responsibility is to pass along the proper information about the disease and how best to prevent it from spreading. There are some simple, everyday steps you can take to reduce your chances of exposure and to protect others. Fortunately, those steps are the same that you would take to prevent the flu, the common cold, and other respiratory illnesses:
· Wash your hands often with soap and water for 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at least 60 percent alcohol.
· Avoid touching your eyes, nose, and mouth with unwashed hands.
· Cover coughs and sneezes with a tissue (or sleeve) and throw the tissue away.
· Clean and disinfect surfaces that are often touched.
· Stay home if you are sick.
· Avoid close contact with people who are sick.
· Take care of your health overall. Staying current on your vaccinations, including the flu vaccine, eating well, and exercising all help your body stay resistant to disease.
· Consult the [Centers for Disease Control and Prevention (CDC) travel website](https://www.cdc.gov) for any travel advisories and steps to protect yourself if you plan to travel outside of the US.

To prevent stigma and discrimination, use only the guidance described by Elkhorn Logan Valley Health Department and state public health authorities. Please don’t hesitate to reach out to me with any additional questions.

Sincerely,

Fred Hansen, Superintendent
Lyons-Decatur Northeast Public Schools
COVID-19 PREPAREDNESS

Three Rivers Public Health Department encourages the citizens of Dodge, Saunders, and Washington Counties to practice preparedness at ALL times to avoid running out of essential items in times of natural disasters or an illness outbreak.

As talks of COVID-19 continue, here are a few things for our citizens to consider and discuss in their households. It is ALWAYS encouraged to keep a two-week supply of essential items on hand.

**DAILY ACTIVITIES**

What do you do on a daily basis? Where do you go? Work, school, daycare? Consider how a lengthy illness would impact those areas and prepare accordingly.

**TAKE INVENTORY**

What do you use on a daily basis? Consider meal prepping and keeping a two week supply of things like toilet paper, non-perishable foods, baby formula, other over-the-counter medications, and pet food on hand. There’s no need to stockpile, but having some extras on-hand is always a good practice.

**UPDATE CONTACTS**

Are all your contacts up-to-date? Review personal contacts and discuss who needs to be contacted in an emergency. Create an emergency contact list and post it in a central location in your house and make copies for safes, totes, cars, and employers. Are there people you assist regularly? Parents? Other relatives? How will they be assisted if you’re not available?

**PRESCRIPTIONS AND SUBSCRIPTIONS**

What medications do you need/use regularly? Review any prescriptions to see if a 90-day supply is possible. Make sure expired medications are disposed of properly. Do you use food delivery services, grocery pick-up or online/subscription services such as Amazon for regularly used items? Discuss how a halt in these services would affect your household.

Contact Three Rivers Public Health for more information at 402-727-5396. www.threeriverspublichealth.org