

RIVERVIEW SCHOOL DISTRICT

K-12 School Pandemic Response Plan

I. Purpose & Scope

A. Purpose

1. The purpose of this Plan is to outline actions to be taken by the administrations, staff, parents of students, and the students of Riverview School District, Allegheny County, Pennsylvania to respond to the threat of or danger presented by pandemic influenza or other extremely contagious disease.
2. The purpose of this Plan is to establish a program that will educate the Riverview School District workforce, student population, and their families about how to cope with a pandemic and enable district operations to continue to provide essential services to our students, staff, and community.

B. Scope

1. This plan will address three phases based on triggers and provide the actions to be considered:
 - a. **Preparatory** – Human to Human infection has occurred outside the United States and the U.S. Center for Disease Control (CDC)/World Health Organization (WHO) has issued warning and travel guidance.
 - b. **Cautionary** - Human to Human infection has occurred and there is at least one confirmed case the United States, but not within Pennsylvania, Ohio, Maryland, and West Virginia.
 - c. **Responsive**: Human to Human infection has occurred and there is at least one confirmed case in Pennsylvania, Ohio, Maryland, and West Virginia.

II. Situation and Assumptions

A. Situation

1. A pandemic is a global disease outbreak that occurs when a new virus emerges for which there is little or no immunity in the human population.
2. When a pandemic influenza virus emerges, its global spread is considered inevitable. Its spread can be delayed through measures such as border closures and travel restrictions, but it cannot be stopped. Because the strain of the virus emerges so rapidly, it is highly unlikely that a vaccine will be available for a pandemic flu outbreak.
3. Our School District will be affected by a pandemic. It is estimated that 20% to 30% of the staff and students are likely to be directly affected by the disease, and additional staff are likely to need to stay home to care for sick family

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members. At the height of the pandemic, up to 40% of the workforce may be unavailable. In addition, the delivery of such basic commodities as fuel, groceries, etc. is likely to be severely disrupted.

4. The World Health Organization has developed a Global Influenza Preparedness Plan that breaks the pandemic threat down into several phases.
5. Several governmental organizations conduct pandemic surveillance on a routine basis and provide information about how to recognize, prepare for, and deal with a pandemic.
 - a. Federal level - Centers for Disease Control and Prevention (CDC) and its parent organization, the Department of Health and Human Services (DHHS).
 - b. State level – Pennsylvania Department of Health (PA DOH).
 - c. County level – Allegheny County Health Department (ACHD).
6. In the United States, the pandemic phases are based on the global phases. The Secretary of the U.S. Department of Health and Human Services will determine that the nation is in the pandemic period (phase 6) when sustained human-to-human transmission is observed anywhere in the world.

B. Assumptions

1. As with all types of disasters, it assumed that any pandemic will impact all levels of society and susceptibility to the pandemic virus will be universal.
2. During a pandemic, neighboring school districts and the municipal governments will be affected as well, so assistance from them is not a certainty.
3. Depending on the type of pandemic, it is possible that between 30- 40% of the workforce may not be available for work, either because of caring for loved ones, fear of becoming ill or because they are sick.
4. Also depending on the type of pandemic. Illness rates may be highest among school-aged children (about 40%) and decline with age. Among working-age adults, an average of 20% may become ill during a community outbreak.
5. The number of hospitalizations and deaths will depend on the virulence of the pandemic virus. Estimates differ about 10-fold between more and less severe scenarios. Planning should include the more severe scenario.
6. Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic medical conditions.

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7. Rates of absenteeism will depend on the severity of the pandemic.
8. Schools may have to cancel extracurricular activities or even cancel school.
9. A pandemic is likely to occur in waves of 8-12 weeks followed by a brief interval of 4-6 weeks before the next wave and may continue for up to 18 months. Pandemics
10. Certain public health measures (closing schools, quarantining household contacts of infected individuals, "snow days") are likely to increase rates of absenteeism.
11. Staffing for critical services (fire, police, EMS, public utilities, jails, health workers, schools) will be reduced.
12. "Back up" resources will also be affected

III. Concept of Operations

A. General

1. When a phase 3 pandemic alert has been declared by the World Health Organization, the ACHD and the Allegheny County Department of Emergency Services, Division of Emergency Management (ACES-EMA) may issue news releases that the School District Public Information Office would distribute to inform both the district work force, students, and their families about how to deal with its effects. These efforts will be intensified and more specifically targeted when a pandemic appears likely to develop. These news releases will be coordinated with local emergency management and the public health department releases.
2. All Riverview School District departments will implement actions to deal with the pandemic and its effects. These actions will focus on two primary areas:
 - 1) Protecting the health of employees, students, and their families.
 - 2) Ensuring their ability to provide essential services when faced with a severely reduced workforce and the disruption of services and supplies essential to their operations.
 - b. There are four essential steps that employees, students and their families can take to reduce the spread of the disease:
 - 1) Cover your mouth and nose with a tissue or handkerchief when coughing or sneezing.

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- 2) Wash your hands frequently with warm water. Use alcohol-based hand sanitizers when soap and warm water are unavailable
- 3) Stay home when you are sick.

B. Increase your social distance (avoid crowds and mass gatherings).

IV. Direction, Control, and Support

The elected School Board Members are responsible for the protection of the lives of employees, students, and visitors and they exercise ultimate control of emergency activities within the Riverview School District.

Most often this authority is delegated to the Superintendent of the School District, or their designee.

1. The School District Emergency Operations Center (EOC) will be used for decision-makers to exercise direction and control of District operations, to gather information and to coordinate activities of District personnel and management of District resources during emergency situations.
2. The EOC is not normally activated but will be activated as needed.
3. The location of the EOC and Alternate EOC is listed in the Annexes of the District Emergency Operations Plan (EOP).
4. Other Emergency Annexes (Functional or Hazard-Specific) may be applicable and provide detail to supplement this plan

V. Continuity of Operations

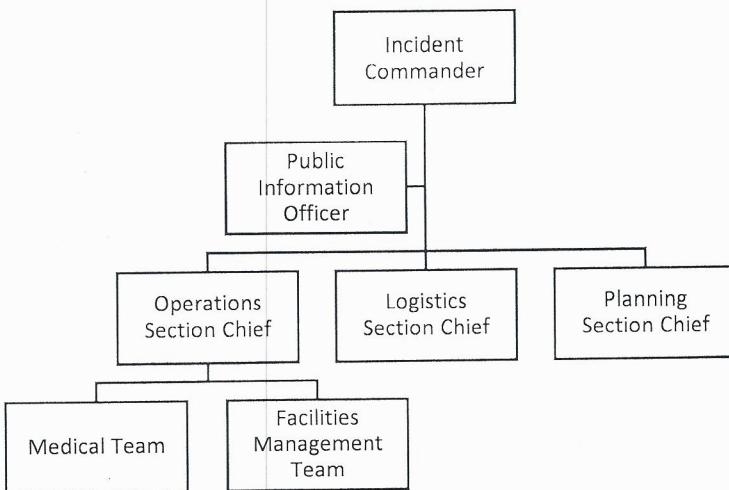
- A. The Continuity of Operations Annex to the District EOP contains detailed procedures to ensure that the School District continues to provide services to the students.

VI. Organization and Assignment of Responsibilities

The School District will employ the Incident Command System, a component of the National Incident Management System (NIMS) as per the organizational chart below.

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A. Preparatory Phase

The primary actions during this phase is information dissemination and resource stocking. Refer to Preventable Actions in the Appendix of this Plan.

1. Incident Commander:

- a. Ensure EOP and supporting District plans are in place and that all major stakeholders understand their responsibilities.
- b. Encourage staff and faculty personnel to receive annual flu vaccine.
- c. Monitor reports from CDC, PADOH, ACHD, and ACES-EMA.

2. Public Information Officer:

- a. Disseminate informational documents received from the CDC, PADOH, ACHD, and ACES-EMA, and Allegheny Intermediate Unit (AIU) on the School website, social media, and consider printing and sending home with students.
- b. Develop tools and networks for effective and efficient communication to mitigate the effects of pandemic flu.

3. Logistics:

- a. Identify needed Personal Protective Equipment (PPE) that may be needed and ensure that it is available.

B. Cautionary Phase

1. Incident Commander:

- a. Confirm items noted in the Preparatory Phase have been completed

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- b. Increase attention to situation
 - c. Activate the District EOC when the situation warrants
 - 1) Notify AIU, Municipal, and County EMA of activation
 - d. Consult with the PA Department of Education for alternative education delivery due to the potential for increased absenteeism
2. Public Information Officer:
- a. Confirm items noted in the Preparatory Phase have been completed
3. Operations:
- a. Consider aggressive cleaning procedures:
 - 1) Increased cleaning of frequently touched locations and items (door knobs, surfaces, phones handsets, etc.)
 - 2) Cleaning of student work areas before and after classes
4. Logistics:
- a. Identify appropriate PPE and supplies and ensure that it is available if needed.
 - 1) General PPE to consider are gloves and masks for the Medical Team.
 - 2) Supplies needed are general cleaning supplies, disinfecting wipes, and hand sanitizer (at least 60% isopropyl alcohol).

C. Responsive Phase

1. Incident Commander:
- a. Confirm items noted in the Cautionary Phase have been completed
 - b. Activate the District EOC when the situation warrants
 - 1) Notify AIU, Municipal, and County EMA of activation
 - c. When staff absenteeism reaches 50%, consider closing school
 - d. When student absenteeism reaches 60%, consider closing school
 - e. When transportation services are no longer available to Verona Jr/Sr students for the students who utilize those services, consider closing school.
 - f. Consider social distancing

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- g. Consider suspending any extracurricular activities (after school, athletic, etc.) that result in large gatherings of individuals in a confined area.
 - h. Communicate unmet needs to the Municipal and/or County EMA
2. Public Information:
- a. Confirm items noted in the Cautionary Phase have been completed.
 - b. Continue dissemination of informational material as it is made available.
3. Operations Section
- a. Confirm items noted in the Cautionary Phase have been completed
 - b. Employ social distancing:
 - 1) Reposition classrooms to maintain a 3' distance between desks
 - 2) Terminate any "attendance" awards/contests.
4. Medical Team
- a. Any person (staff or student) with a fever of 100.4°F, or greater, with either a cough or sneezing who presents at the nurse's office, the following procedures should be taken:
 - 1) Maintain a 6-foot stand-off distance
 - 2) Have patient place a surgical mask covering their nose and mouth
 - 3) Move patient to an isolated area/room
 - 4) Report findings to the Operations and Planning Section Chief
 - b. School personnel and students who develop a fever of 100.4°F, or greater, with either a cough or sneezing should be instructed to not come to school.
5. Facilities Management Team
- a. Employ aggressive cleaning procedures:
 - 1) Cleaning of frequently touched items regularly (door knobs, surfaces, phones handsets, etc.)
 - 2) Cleaning of student work areas before classes
6. Planning Section
- a. Monitor the status of surrounding School Districts

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- b. Conduct Situation Analysis to attempt to anticipate events, especially future "waves" of infection
- 7. Logistics Section
 - a. Ensure items for the Responsive Phase are complete
 - b. Identify any unmet needs and inform the Incident Commander

D. Recovery

- 1. The Riverview School District will communicate with the Allegheny County Health Department and Allegheny County Division of Emergency Management regarding when it is safe for the district to resume normal operation. When it is determined to be safe to resume the district will notify staff, students, and parents / guardians in advance via normal District communication procedures.
- 2. As the Riverview School District resumes normal operation it will remain in contact with the Health Department regarding disease surveillance and any need to return to a response mode. It is estimated that pandemic flu will come in waves and understood that the response and recovery processes may repeat several times.
- 3. The Riverview School District will prepare in advance of re-opening for needs of staff and students. If available, local mental health professional will be requested in school buildings to assist in addressing the emotional needs of staff and students when school resumes.
- 4. Everyone will have different reactions to and different ways of coping with difficult events in their lives. Some individuals may need extra support or even professional help. Long-term mental / behavioral health effects may be seen for months and even years after we experience a pandemic.

VII. Administration and Logistics

A. Administration

- 1. The Riverview School District is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support incident management operations. These administrative controls will be conducted in accordance with established local fiscal policies and standard cost accounting procedures

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2. Essential records will be protected and are maintained in Office of the Safety and Security Coordinator.

B. Logistics

1. For addition information on disaster and emergency logistics, refer the District EOP Basic Plan.

VIII. Training & Exercises

- A. The Riverview School District commits to conduct trainings, drills, and exercises in preparation and planning for an incident. Trainings, drills and exercises will occur as detailed in the Training and Exercise section of the District EOP. School officials will coordinate training efforts with Municipal and County Emergency Management Agency, and community partners.

IX. Plan Development, Maintenance, and Distribution

A. Approval and Dissemination of the Plan

1. The Riverview School District Safety Planning Committee is responsible for the development and completion of the District Emergency Operations Plan, including Annexes to the Plan. The superintendent/school board is responsible for approving and promulgating this plan.
2. Copies of the District EOP will be distributed to emergency organizations with a role in responding to an incident. A record of distribution will be kept acknowledging receipt, review and/or acceptance of the plan. School administrators will record the title and name of the person receiving the plan, the agency to which the recipient belongs, the date of delivery and the number of copies delivered.
3. School Emergency Operations Planning documents will not be shared with those who do not have a need to know the details of the plan; unless all sensitive, security-related information has been properly redacted. Copies of the redacted Basic Plan may be made available to the public and media at the discretion of the Riverview School district.

B. Maintenance (Review and Updates to the Plan)

1. In order to remain in compliance with 35 Pa.C.S. §7101 et seq., as amended, §7701 (g) the school shall review their comprehensive disaster plan (school emergency operations plan) annually and modify as necessary. A copy of the plan shall be made available to every county emergency management agency of which the school is a part. A copy shall also be provided to each local police department and each local fire department having jurisdiction over the

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geographic territory of which the school is a part. A record of changes will include: the change number, the date of the change, and the name of the person who made the change.

2. To ensure timely updates to the School EOP, the Riverview School District has established a schedule for annual review of planning documents. The basic plan and its annexes will be reviewed at least once per year by school officials, local emergency management agencies, and other agencies having a support role.
3. The School EOP, will be updated based upon changes in information; areas for improvement identified during incident management activities and exercises; and when changes in threat hazards, resources and capabilities or school structure occur.

C. Dissemination

1. As per the requirements of PA Title 22, Chapter 10 this plan will be forward to the municipal police and fire departments in which each school reside and to the County EMA.
2. Furthermore, this plan may be shared with internal and external stakeholders as determined by the Superintendent or Principal.

X. Appendices

A. Authorities and References

1. The Robert T. Stafford Disaster Relief and Assistance Act (42 U.S.C. § 5121 et. seq.)
2. The Pennsylvania Emergency Management Services Code (35 Pa CSA § 7101 et. seq.)
3. The Pennsylvania Public School Code (22 Pa CSA § 10.1 et. seq.)
4. 2019 Novel Coronavirus: Concepts of Operations, PEMA
5. 2019 Novel Coronavirus: Concepts of Operations, Allegheny County Emergency Services
6. COVID-19 Operations Plan for EMS, Allegheny County Emergency Services & Allegheny County EMS Council,
7. The Pennsylvania Right-to-Know Law (65 P.S. §§ 67.101, et seq.)
8. Homeland Security Presidential Directive – 5 (HSPD-5)
9. Presidential Policy Directive – 8 (PPD-8)

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10. Pandemic Influenza Plan, Lancaster City Schools (Ohio)
11. Preventative Actions for Staff: H1N1 Pandemic Flu, Waterbury Public Schools (Connecticut)

B. Documents

1. Daily Absentee Log
2. Preventative Actions for Staff

Annual Review and Revision Log:

Date	Revision	Person Recording
DATE	Origination Date	NAME

Daily School Absentee Log

School		Date
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Use this form (or an equivalent) to log student absences to assist you with influenza surveillance in the event of higher than normal absenteeism.

Daily School Absentee Log

Preventative Actions for Staff

Information and suggestions for your consideration. These items are intended to proactively help the district and, by extension, our community to prepare for pandemic virus.

Custodial:

- Dispensers of hand sanitizer and adequate quantities of refills should be in place at the main office and outside the cafeteria in each school. Sufficient back stock of refills should be ordered.
- Suggest directing custodial staff to frequently disinfect high traffic surface contact areas like doorknobs throughout the school day. Most viruses do not survive on contact surfaces any longer than 8 to 10 hours. In-school sanitizing is far more effective than at day's end, since the potential for viral infections from contact surfaces drops overnight.
- Authorize custodial disinfectants to be provided to targeted instructional staff such as art, music, PE, science and/or other "hands-on" instructors to assist in regular sanitizing of contact surfaces frequented by students.
- Advocate for additional ordering of soap and paper towels in lavatories of all schools at all times to facilitate frequent hand-washing.

Instructional and/or Personnel:

- Staff will be informed not to come into work or will be sent home if they become ill with influenza-like symptoms and asked to avoid contact with other people as much as possible to keep from spreading the illness.
- Instruct elementary administrators to require teachers to schedule several lavatory / hand-washing breaks during the school day. This is particularly important immediately prior to lunch and before physical education class or other "hands on" activities. (*Note: Teachers need to actually watch students wash their hands at the elementary level.*)
- Physical Education teachers should be directed to assume personal responsibility to assist in frequently disinfecting articles such as mats, manipulative articles such as athletic equipment, game balls, etc. BEFORE AND BETWEEN classes.
- Athletic Directors should similarly direct coaches to routinely conduct these same precautions.
- Instruct all administrators to direct their office staff to be particularly vigilant about disinfecting phone handsets, keyboards, fax machine surfaces, etc. in the same manner.
- All Health and Physical Education teachers should be directed to focus on disease prevention curriculum as a top instructional priority at all levels.

Media and Public Relations:

- Direct the development and distribution of a district "virus / pandemic" precaution brochure.

Food Service:

- Staff will be informed not to come into work or will be sent home if they become ill with influenza-like symptoms and asked to avoid contact with other people as much as possible to keep from spreading the illness.
- Managers and Central office personnel will keep a log of employee illness.
- Hand-washing posters should be placed by all hand-washing sinks, as a reminder.