

# **Menard Public Schools**

## *Pandemic Influenza Management Plan*

The Menard ISD Emergency Management Plan consists of several components including the Emergency Support Functions. The Pandemic Influenza Management Plan serves to augment the Emergency Support Functions

The State Department of Education (SDE) has support response functions for Highly Pathogenic Avian Influenza (HPAI) and/or Pandemic Influenza outbreaks. SDE shall coordinate with the State Department of Homeland Security and Emergency Management (SDHSEM) concerning the development and updating, as required, of emergency plan guidance to be provided to the school district. Such guidance shall be designed to assist the school district in the development and ongoing updating of an emergency plan that provides for the protection of children in the event of a pandemic. SDE shall be responsible for the distribution of such planning guidance to the school district.

SDE will assist the school district to develop and update school-specific, all-hazard emergency plans, which include guidance on pandemic planning, that are compatible with local, county, state and federal all-hazard plans.

In order to ensure efficient and effective emergency management, this document must be implemented in its entirety. In the event this section is implemented during an emergency, the Incident Command System (ICS) under the National Incident Management System (NIMS) will be activated according to the Menard ISD Emergency Management Plan.

### **I. INTRODUCTION**

One of the greatest and most likely threats to the public's health is a naturally occurring event – an influenza pandemic. Influenza epidemics happen nearly every year (often called seasonal influenza), and cause an average of 36,000 deaths annually in the United States. Influenza epidemics are caused by a few known virus strains that circulate around the world. Over time, people develop immunities to these strains, and vaccines are developed to protect people from serious illness.

Influenza viruses experience frequent, slight changes to their genetic structure. Occasionally, however, they undergo a major change in genetic composition. It is this major genetic shift that creates a “novel” virus and the potential for a pandemic – a global epidemic. The creation of a novel virus means that most, if not all, people in the world will have never been exposed to the new strain and

have no immunities to the disease. It also means that new vaccines must be developed and therefore are not likely to be available for months, during which time many people could become infected and seriously ill.

During the 20<sup>th</sup> century, three pandemics occurred that spread worldwide within a year. The influenza pandemic of 1918 was especially virulent, killing a large number of young, otherwise healthy adults. The pandemic caused more than 500,000 deaths in the United States and more than 40 million deaths around the world. Subsequent pandemics in 1957–58 and 1968-69 caused far fewer fatalities in the U.S., 70,000 and 34,000 deaths respectively, but caused significant illness and death around the world.

The Centers for Disease Control and Prevention (CDC) estimates that in the U.S. alone, an influenza pandemic could infect up to 200 million people and cause between 100,000 and 200,000 deaths. Scientists and health officials throughout the world believe that it is inevitable that more influenza pandemics will occur in the 21<sup>st</sup> century. Recent cases of human disease caused by a widespread and growing avian influenza outbreak suggest that a new pandemic could be developing at this time.

There are several characteristics of influenza pandemic that differentiate it from other public health emergencies. First, it has the potential to suddenly cause illness in a very large number of people, who could easily overwhelm the health care system throughout the nation. A pandemic outbreak could also jeopardize essential community services by causing high levels of absenteeism in critical positions in every workforce. It is likely that vaccines against the new virus will not be available for six to eight months following the emergence of the virus. Basic services, such as health care, law enforcement, fire, emergency response, communications, transportation, public schools and utilities, could be disrupted during a pandemic. The increased stress from a potential pandemic or actual pandemic will also increase the mental health service needs throughout the schools and community. Finally, the pandemic, unlike many other emergency events, could last for many weeks, if not months. The Governor, Department of Health, Department of Education and the Board of Animal Health have asked agencies to prepare for school closures that may last up to 3 months.

Schools tend to be affected by outbreaks more than other settings because their occupants—primarily children—easily transmit illnesses to one another as a result of their close proximity and their inefficiency at containing the droplets issued by their coughs and sneezes. High susceptibility of students and staff to exposure to a mutated virus as result of proximity and a longer duration of the outbreak due to lack of immunity and vaccines could result in lengthy and widespread absenteeism. In a worse-case scenario, the pandemic could force schools to close, potentially prompting administration to extend the academic year and expend additional resources for staff sick leave and substitute teachers.

## **Summary of Emergency Management Principles**

The Public Health Department of McCulloch County, the Menard County Emergency Management and Menard ISD will utilize their pandemic Influenza plan for their agencies to achieve the following goals:

- Limit the number of illnesses and deaths
- Preserve continuity of essential school functions
- Minimize educational and social disruption
- Minimize economic and academic losses

The plan will be coordinated with other County and Regional Emergency Management plans and activities, and will be coordinated with the plans of our community, state and federal partners.

## **II. PLANNING ASSUMPTIONS**

The U.S. Health and Human Services Pandemic Influenza Plan contains the following information about pandemics, how they might affect school aged children, and how states and local agencies should plan for them:

1. The clinical attack rate (the percentage of people who will become so sick they won't be able to go to work or school) will be 30% in the overall population. Illness rates will be highest among school-aged children (about 40%) and decline with age.
2. Children will shed the greatest amount of virus (they are more contagious than adults) and therefore are likely to pose the greatest risk for transmission.
3. On average about 2 secondary infections will occur as a result of transmission from someone who is ill.
4. In an average community, a pandemic outbreak will last 6 to 8 weeks. Two to three pandemic disease waves are likely.
5. It is anticipated that the school district will need to plan to function with a total of 30 - 40% work force absentee rate for the entire pandemic outbreak. If staff absenteeism is sufficient to warrant the administrative closure of the school or district, the administrative procedures for temporary school closures are to be followed.

Whether or not schools will be closed or for how long is impossible to say in advance, since all pandemics are different in their scope and severity. However, it is well established that infectious disease outbreaks most often start in schools. With the recommendation from the Department of Health, the Governor will close all schools at the same time in an event through the Commissioner of Education. The duration of school closings can only be determined at the time of the event based on the characteristics of the pandemic, but it is unlikely that schools will be closed for less than 2 weeks (based on the incubation period of the disease and the length of time people are contagious) and could be as long as 4 to 12 weeks. Other planning assumptions that are being used by the community include:

6. Working closely with McCulloch County Public Health and the Menard County Emergency Management will maximize the health and safety of the school community. Understanding the roles of each agency and their responsibilities will promote coordination and communications.
7. An influenza or infectious disease pandemic will result in the rapid spread of the infection with outbreaks throughout the world.

Communities across the state and the country may be impacted simultaneously.

8. There will be a need for heightened global and local surveillance of flu symptoms and infection rates.
9. Menard County will not be able to rely on mutual aid resources, State or Federal assistance to support local response efforts.
10. Antiviral medications will be in extremely short supply. Local supplies of antiviral medications will be prioritized by McCulloch County Public Health for hospitalized influenza patients, close contacts of patients, health care workers providing care for patients, or other groups.
11. Due to vaccine production and distribution constraints, a vaccine for the pandemic influenza strain will likely not be available for 6 months following the emergence of a novel virus.
  - a. As vaccine becomes available, it will be administered to eligible persons and ultimately to the entire population.
  - b. Insufficient supplies of vaccines and antiviral medicines will place greater emphasis on social distancing strategies to control the spread of the disease in the county.
12. There could be significant disruption of public and privately owned critical infrastructure including transportation, commerce, utilities, public safety and communications.
13. Social distancing strategies aimed at reducing the spread of infection such as closing schools, community centers, and other public gathering points and canceling public events may be implemented during a pandemic.
14. It will be especially important to coordinate disease control strategies throughout the County and the State due to the regional mobility of the population.
15. The general public, health care partners, response agencies, elected leaders and schools will need continuous updates on the status of the pandemic outbreak, the steps McCulloch County Public Health and the school district is taking to address the incident, and steps the public can take to protect themselves.

### **III. AUTHORITIES**

**(Refer to Appendix 1)**

In Menard County, various public officials have overlapping authorities with regard to protecting public health and safety. The Governor, the State Department of Health, Menard County Emergency Management, and McCulloch County Public Health each can implement authorities within the scope of their jurisdiction aimed at protecting public health, including increasing social distancing by closing public or private facilities. During a pandemic, the presence of overlapping authorities will necessitate close communication and coordination between elected leaders, Menard County Emergency Management, McCulloch County Public Health and Menard ISD to ensure decisions and response actions are clear and consistent. The State Commissioner of Health will direct the isolation and quarantine of individuals or groups. Local law enforcement officials and the Menard County Sheriffs Office have the authority to enforce the orders issued by the State Commissioner of Health.

A school district has the authority to close campuses for emergency reasons. A school district may close a campus for emergency reasons.

The Superintendent of Menard ISD has established the following definitions related to emergency school closures:

- 1) A “district-wide emergency closure” means “that all school buildings in the school district are unsafe, unhealthy, inaccessible, or inoperable due to one or more unforeseen natural events, mechanical failures, or action or inactions by one or more persons.”
- 2) A “campus emergency closure” means “a campus in the school district comprised of more than one campus is unsafe, unhealthy, inaccessible, or inoperable due to one or more unforeseen natural events, mechanical failures, or actions or inactions by one or more persons.”

The Menard ISD Board has established regulations for the school district to follow to request continued financial support from the State during a district-wide emergency closure and a school emergency closure. For example, a Menard ISD may apply for continuation of state support during a school emergency closure. The Menard ISD Board has the authority to determine if the district has conclusively demonstrated that unforeseen natural events prevented the operation of the Menard ISD.

## VI. PHASES OF A PANDEMIC

The World Health Organization (WHO), the medical arm of the United Nations, has developed a global influenza preparedness plan that includes a classification system for guiding planning and response activities for an influenza pandemic. This classification system is comprised of six phases of increasing public health risk associated with the emergence and spread of a new influenza virus subtype that may lead to a pandemic. The Director General of WHO formally declares the current global pandemic phase and adjusts the phase level to correspond with pandemic conditions around the world. For each phase, the global influenza preparedness plan identifies response measures WHO will take, and recommends actions that countries around the world should implement.

Pandemic Phases	Public Health Goals	Menard Public Schools Goals
<p><b>Inter-pandemic Period</b></p> <p><b>Phase 1</b> – No new influenza virus subtypes detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered low.</p> <p><b>Phase 2</b> – No new influenza virus subtypes detected in humans. However, a circulating animal influenza virus subtype poses substantial risk of human disease.</p>	<p>Strengthen influenza pandemic preparedness at all levels. Closely monitor human and animal surveillance data.</p> <p>Minimize the risk of transmission to humans; detect and report such transmission rapidly if it occurs.</p>	<p>Ensure that staff members and students are trained in preventative measures such as respiratory etiquette and universal precautions.</p> <p>Minimize the risk of transmission to humans; ensure that staff members understand detection and reporting guidelines and report rapidly as required.</p>
<p><b>Pandemic Alert Period</b></p> <p><b>Phase 3</b> – Human infection(s) are occurring with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.</p> <p><b>Phase 4</b> – Small cluster(s) of human infection with limited human-to-human transmission but spread is highly localized suggesting that the virus is not well adapted to humans.</p> <p><b>Phase 5</b> – Larger cluster(s) of human infection but human-to-human spread is localized, suggesting that the virus is</p>	<p>Ensure rapid characterization of the new virus subtype and early detection, notification and response to additional cases.</p> <p>Contain the new virus within limited foci or delay spread to gain time to implement preparedness measures, including vaccine development.</p> <p>Maximize efforts to contain or delay spread to possibly avert a pandemic, and to gain time</p>	<p>Ensure all personnel are knowledgeable about the latest epidemiological information.</p> <p>Review and update business continuity plans.</p> <p>Ensure that best practices for infection detection and control measures are followed.</p> <p>Ensure adequate resources for staff/student protection.</p> <p>Ensure that ___PS is</p>

<p>becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).</p>	<p>to implement response measures.</p>	<p>implementing best practice for social distancing techniques per DH guidelines, including reducing the school activity calendar.</p> <p>Maximize communications with parents related to health and safety.</p>
<p><b>Pandemic Period</b></p> <p><b>Phase 6</b> – Pandemic is declared. Increased and sustained transmission in the general population.</p>	<p>Implement response measures including social distancing to minimize pandemic impacts.</p>	<p>Increase surveillance of staff/student health and attendance and implement administrative procedures to ensure adequate staffing for essential business and school functions.</p> <p>Follow SDH social distancing, isolation and quarantine measures.</p> <p>Ensure maximum support and education for ill and affected students.</p>



## **V. Concept of Operations**

### **A. Overview**

1. McCulloch County Public Health will be the lead agency in coordinating the local health and medical response to a pandemic with State, Federal, and local agencies and officials.
2. Menard Public Health will respond under the auspices of the County's Pandemic Influenza plan as well as Menard County's Emergency Operations Plan, and the Regional Disaster Plan.
3. McCulloch County Public Health's response actions will emphasize disease surveillance and investigation, social distancing measures to reduce the spread of infection, and continually informing and educating the public about the pandemic, the public health response, and steps the public can take to reduce the risks of infection.
4. Menard County Emergency Management will maintain increased communications with McCulloch County Public Health. McCulloch County Public Health will implement those procedures that increase the health and safety of the school community.
5. The Menard ISD assumes the following responsibilities:
  - a. Develop capabilities to implement non-medical measures to decrease the spread of disease throughout the school community as guided by the epidemiology of the pandemic.
  - b. Develop and implement pandemic preparedness activities and a business continuity plan aimed at maintaining the provision of educational services and limiting the spread of disease throughout the duration of a pandemic.
  - c. Communicate with and educate the school community about approved public health practices and what each person can do to prepare or respond to minimize health risks.
  - d. Develop and implement educational support plans for students who are isolated or quarantined and coordinate these plans with the social support plans developed by McCulloch County Public Health and Menard County Emergency Management.

6. The Menard ISD assumes the following responsibilities:
  - e. Develop a response plan that will:
    - Identify chain of command in case of illness with a minimum of 3 back ups.
    - Review and best practices for respiratory hygiene and universal precautions. Train all school staff, volunteers and students. Identify and procure needed resources.
    - Review procedures for sending ill individuals home and make adjustments if necessary.
    - Report the number of staff and students daily absent with pandemic flu to McCulloch County Public Health.
    - Document actions taken.
    - Update staff and provide information on extent of infection at school site and potential changes that might take place at school.
  - f. Develop a recovery plan that provides for education support and emotional support for staff and students. If there is loss of life, implement procedures of the Grief Counseling section of the Plan.

## **B. Direction and Control**

1. Menard ISD and all response partners will operate under the Incident Command System (ICS) throughout the duration of the pandemic response.
2. McCulloch County Health may activate the Public Health Emergency Operations Center to coordinate the county-wide public health and medical response during a pandemic.
3. The Menard County Emergency Management may activate their EOC during a pandemic to coordinate consequence response.
4. During Pandemic Phases 1, 2 and 3 where Menard County is not directly affected, McCulloch County Public Health will lead countywide preparedness and education efforts for pandemic response.
5. During Pandemic Phases 4, 5 and 6, McCulloch County Public Health will communicate with health system partners to coordinate and manage health care system resources and information.

6. McCulloch County Public Health will assess the viability of community containment options and establish criteria for recommending their implementation to local elected officials.
7. Upon reaching Pandemic Phase 4 (if local area is not affected; Phase 3 if local area is affected)
  - a. McCulloch County Public Health will provide regular briefings to the Menard County Emergency Manager, local elected officials, and regional response partners. Briefings will address the nature of the disease, its communicability and virulence, availability of vaccines and anti-virals, actions that are being taken to minimize the impact, and health information being shared with the public and health care providers.
  - b. Menard ISD designated staff will attend McCulloch County Public Health briefings and provide information to staff and students. Menard Public Schools will take appropriate measures including social distancing and increased respiratory hygiene in order to reduce transmission.

### **C. Communications**

1. Communications with the public and health care providers will be one of the most critical strategies for containing the spread of the influenza and for managing the utilization of health care services. This Menard ISD communications goals are to:
  - a. Provide accurate, consistent, and comprehensive information about pandemic influenza including case definitions, treatment options, infection control measures, and reporting requirements.
  - b. Instill and maintain public confidence in the schools and the County's public health care systems and their ability to respond to and manage an influenza pandemic.
  - c. Ensure an efficient mechanism for managing information between McCulloch County Public Health, health system partners and the schools.
  - d. Contribute to maintaining order, minimizing public panic and fear, and facilitating public compliance by providing accurate, rapid, and complete information.

- e. Address rumors, inaccuracies, and misperceptions as quickly as possible, and prevent the stigmatization of affected groups.
2. Communications During Pandemic Phases 1, 2, 3
- a. McCulloch County Public Health will educate providers, public officials, schools and emergency responders about influenza pandemics and steps they should take to plan for pandemic outbreaks.
  - b. Under the direction of the Superintendent, school administration will assess the needs of the school.
    - i. Assess the information needs of the school community.
    - ii. Intensify public education efforts about influenza pandemics and steps that can be taken to reduce exposure to infection. Information may be disseminated via web site postings, parent letters, or school newsletters, television and radio broadcasts.
    - iii. Identify hard to reach families and ensure communications in the home language.
    - iv. Coordinate with McCulloch County Public Health to develop common health messages and education materials in multiple languages. Coordinate with Menard Public Health to ensure that bilingual staff can serve as information conduits to vulnerable school families and build sustainable preparedness capabilities.
    - v. Develop template pandemic informational letters, including translations, for parents/guardians.
3. Communications During Phases 4, 5, 6
- a. The McCulloch County Public Health Director will evaluate the need to establish a Joint Information Center (JIC) in conjunction with appropriate health system and response partners. A JIC will be activated when the Director deems it necessary based on specific characteristics of the pandemic. If school closures are considered, the Menard ISD Superintendent will work with the JIC.
  - b. McCulloch County Public Health will develop a communications strategy including identifying appropriate community partners for reaching and educating diverse communities such as limited English speaking or students and their families that do not have

landlines, cellular telephones, computers, televisions or radios. Menard Public Schools will assist in translations for the school community.

- c. As the pandemic expands, the McCulloch County Public Health Director will provide daily updates on the pandemic and will organize regular media briefings.
- d. The McCulloch County Public Health Director will keep the public informed about steps that should be taken to protect against infection, treatment options for individuals who are infected, the status of the spread of the outbreak in the community, and the disease control and containment strategies that are being implemented.
- e. The Menard ISD Superintendent will evaluate the need to establish a school information call center to respond to public inquiries. The Superintendent will disseminate web alerts per JIC guidelines and as necessary. Pandemic letters will be sent out to parent/guardians per JIC and Menard ISD communication strategy.

#### **D. Mitigation**

Mitigation activities are taken in advance of an influenza pandemic to prevent or temper its impact. Mitigation efforts will occur primarily during the early pandemic phases (Phases 1-3).

The Menard ISD pre-event mitigation activities include:

1. Planning, exercising, evaluating and revising the Pandemic Influenza Management Plan.
2. Training and equipping school staff to assure competencies and capacities needed to respond to a pandemic outbreak.
3. Developing strategic partnerships with local community health care institutions and providers, and local, state and federal response agencies and their staff.
4. Educating schools and parents about an influenza pandemic and recommend preparedness measures.
5. Informing and updating schools about the potential impacts of an influenza pandemic on essential services and city, county, and school infrastructure. Reviewing and updating district-wide business continuity plans and assuring essential business functions are adequately staffed.

6. Stockpiling necessary equipment and supplies that will be needed to respond to an influenza pandemic.

## **E. Surveillance**

1. McCulloch County Public Health provides information on influenza activity in Menard County for health care providers and the public. Because notification of influenza is not mandated, McCulloch County Public Health will use several methods to understand when influenza has arrived, is most active, and subsides within the County. The Public Health Department will identify schools as voluntary reporters and monitor school absenteeism.
2. During a pandemic flu response, McCulloch County Public Health may declare the circulating strain of influenza causing the pandemic significant, requiring health care providers, schools, and labs to report patients meeting a case definition.

### **3. Surveillance**

During Pandemic Phases 1, 2, 3

- a. McCulloch County Public Health will maintain weekly influenza tracking activities [reports regarding school absenteeism, pneumonia and influenza deaths submitted by hospitals, nursing home reports and sentinel providers].
- b. As a voluntary reporter, Menard ISD will report attendance data when student absentee rates rise above 30% for one week during the months of November through April. The Menard ISD will communicate with and report to McCulloch County Public Health.

### **4. Surveillance**

During Pandemic Phases 4, 5, 6

- a. As a voluntary reporter, Menard ISD will closely monitor and report attendance and data trends when student absentee rates rise above 30%. During these phases, reports will be sent to the Superintendent.
- b. The Menard ISD Human Resources or Personnel Department will activate tracking of absenteeism for school and central staff and report trends to the Menard ISD Superintendent. This data will be used to identify staffing needs and inform school closure discussions.

- c. McCulloch County Public Health will collaborate with Menard ISD to identify essential personnel to be included in priority groups for vaccinations.

**F. Vaccine Management**

- a. In consultation with State Department of Health, the Menard County Emergency Manager and the McCulloch County Public Health Director will finalize recommendations regarding priority groups to receive vaccination based on state guidelines.
- b. McCulloch County Public Health will finalize mass vaccination plans with regional partners. Menard ISD will participate in local public health mass dispensing plan.

**G. Social Distancing Strategies**

Social distancing strategies are non-medical measures intended to reduce the spread of disease from person-to-person by discouraging or preventing people from coming in close contact with each other. These strategies could include closing schools; closing non-essential agency functions; implementing emergency staffing plans; to increase telecommuting, flex scheduling and other options; and closing all public assemblies or after school activities.

- 1. The McCulloch County Public Health Director will review social distancing strategies and current epidemiological data during each phase and make recommendations to pre-identified elected officials, including the Menard County Emergency Manager, local elected officials and Menard ISD Superintendent.
- 2. Decisions regarding the closing of all schools, community colleges and/or universities in Menard County will be made by the Governor after consultation with local school superintendents, school presidents and elected officials.
- 3. Decisions regarding the implementation of social distancing measures including suspending large public gatherings and closing stadiums, theaters, churches, community centers, and other facilities where large numbers of people gather will be made jointly and concurrently by the Governor and the Menard County Emergency Manager and coordinated with all executive heads of cities and towns in Menard County.

#### 4. Social Distancing Strategies

During Phases 1, 2, 3

- a) The McCulloch County Public Health will:
  - i) Educate elected officials, government leaders, school officials, response partners, businesses, the media and the public about influenza pandemics and their consequences.
  - ii) Coordinate with elected officials, government leaders, school officials, response partners, and businesses regarding the use of using social distancing strategies, the associated impacts they cause and the process for implementing these measures.
  - iii) Confirm the decision making process and criteria for recommending social distancing strategies with key public officials.
- b) Menard ISD will:
  - i) Increase respiratory hygiene education for staff, students and parents.
  - ii) Increase symptom monitoring and attendance monitoring to ensure accurate reporting to McCulloch County Public Health.

#### 5. Social Distancing Strategies

During Phases 4, 5, 6

- a) McCulloch County Public Health will:
  - i) The Director will coordinate with elected officials regarding decision making and implementation of social distancing strategies that are commensurate with the severity of illness and societal impact of the pandemic. Social distancing strategies that *may* include:
    - Encourage government agencies and the private sector to implement pandemic emergency staffing plans to maintain critical business functions while maximizing the use of telecommuting, flex schedules, and alternate work site options.



- Advise Menard County residents to defer non-essential travel to areas of the world affected by pandemic influenza outbreaks.
- Suspend all public events where large numbers of people congregate including sporting events, concerts, and parades.
- Close all public and private schools and colleges.
- Suspend all government functions not dedicated to addressing the impacts of the pandemic or maintaining critical continuity functions.
- Monitor the effectiveness of social distancing strategies in controlling the spread of disease and will advise appropriate decision-makers when social distancing strategies should be relaxed or ended.

c) Menard ISD will:

- Follow McCulloch County Public Health guidelines as appropriate including following social distancing guidelines and essential personnel.
- Cancel extracurricular activities or close schools as directed by the Governor.

## **H. Isolation and Quarantine**

1. Isolation and Quarantine

a. McCulloch County Public Health will

- i) Coordinate planning efforts for isolation and quarantine with State Department of Health, neighboring county health departments, community based organizations, Menard ISD, local law enforcement, and Menard County Emergency Management.
- ii) Follow CDC guidelines in developing isolation and quarantine procedures for individuals traveling from areas in which a novel influenza virus is present.

## **VI. MAINTENANCE OF ESSENTIAL SERVICES**

1. One of the critical needs during a flu pandemic will be to maintain essential community and business services.
  - a. With the possibility that 30-40% of the workforce could be absent due to illness, it may be difficult to maintain adequate staffing for certain critical functions.
  - b. There is the possibility that services could be disrupted if significant numbers of public health, law enforcement, fire and emergency response, medical care, transportation, communications, and public utility personnel are unable to carry out critical functions due to illness. Individual schools or the entire district may be adversely disrupted.
2. Menard ISD will develop, update and maintain continuity of an essential services plan that addresses the unique consequences of a pandemic.
3. Menard ISD will follow best practice guidelines for return to work after an influenza illness. Current recommendations are based upon seasonal influenza recommendations. Because experts do not know whether the mode of transmission, incubation period, or contagious period of pandemic strains of the influenza virus will be similar to those of seasonal influenza (recurring yearly), Menard ISD will update and follow specific recommendations from McCulloch County Public Health during a pandemic. Current influenza recommendations include employees/volunteers who have become ill with influenza should stay at home until all of the following criteria are met:
  - At least 8 days have passed since the symptoms of illness began; AND
  - Fever has resolved and has not been present for at least 24 hours; AND
  - Cough is improving (decreasing in frequency and amount of secretions with no associated chest discomfort or shortness of breath)

Upon returning to the work environment, employees should continue to follow cough etiquette and hand washing protocols.

4. The Menard ISD Emergency Management Plan will be updated and maintained. The Plan includes a continuity of operations and business recovery plans detailing:

- a. Line of Succession
  - b. Identification of mission essential services and priorities.
  - c. Continuity of operations and business recovery plans, including
    - Business Impact Analysis
    - Critical “daily” functions that need to be provided even during an event, although at a reduced level
    - Standard Operating Procedures for critical functions/processes including clearly documented protocols for adjusting staffing to maintain essential functions
    - Human Resource policies including:
      1. Staff policies for personal illness or care of family.
      2. Policies for flexible work hours and working from home.
      3. Procedures for the reassignment of employees to support mission essential services.
5. Maintenance of Essential Services During Phases 1, 2, 3
- a. The Menard ISD will work with McCulloch County Public Health and Menard Emergency Management to update plans for maintaining essential departmental services during a pandemic.
  - b. In conjunction with McCulloch County Public Health, the Menard ISD will educate central administration and the school community that provide essential services about the need for continuity of operations planning in advance of a pandemic.
6. Maintenance of Essential Services During Phases 4, 5, 6
- a. The Menard ISD will update its continuity of operations plans.
  - b. The Menard ISD Superintendent, in conjunction with McCulloch County Public Health, will determine the appropriate time to implement the continuity of operations plans and protocols.

## **VIII. RECOVERY**

1. School recovery from an influenza pandemic will begin when school officials determine that normal supplies, resources and response systems can manage ongoing school activities.
2. Menard ISD will assess the economic and educational impact of the pandemic.
3. The State Department of Education will assist the school district in preparing and submitting a request for financial assistance from the federal government during and after an influenza pandemic outbreak.
4. Recovery plans will depend on the severity and duration of the pandemic but will include business recovery plans to mitigate education and financial losses, as well as emotional recovery plans as outlined in the Emergency Management Plan.
5. McCulloch County Public Health and Menard ISD will recommend specific actions to be taken to return schools and district offices to pre-event status including environmental sanitation.
6. The Menard ISD School Safety and Security Team and Crisis Response Team will conduct an after-action evaluation of the pandemic response. The evaluation will include recommendations for amendments to the district's Emergency Management Plan including the Pandemic Influenza Management Plan.