

Lincoln County Schools

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Pandemic Response Plan

Lincoln County Schools Pandemic Response Plan

Interventions in schools are designed to minimize transmission of pandemic COVID-19 virus among school children in crowded settings. This will help minimize morbidity and mortality among school children and their household contacts.

No one knows when or how severe a pandemic outbreak may occur. In this way, planning for a pandemic is like planning for a natural disaster. The important thing is that schools take steps now to protect staff and students from a possible COVID-19 virus outbreak of any kind. Interventions in schools are designed to minimize transmission of a pandemic COVID-19 virus among school children in crowded settings. This will help minimize morbidity and mortality among school children and their household contacts.

This action plan has been developed to assist in preventing and preparing for a health-related emergency, such as COVID-19, in our schools.

Once a pandemic virus is confirmed present in the United States, spread throughout the country is expected to be inevitable and rapid, occurring in a matter of weeks. It also is possible that illness caused by the pandemic strain could occur sporadically for weeks before the beginning of the actual pandemic wave, as occurred in 1957 and 1968. For this reason, interventions to protect school children in Tennessee would be initiated in a stepwise fashion as soon as the virus is present in the United States.

The Lincoln County Schools' action plan includes six levels of response. It includes guidelines and provides steps to be taken given specific triggers and events. Additional research regarding ongoing events world-wide and nationally will help the plan be revised to best meet the new information. This plan is intended to provide the most up to date information based on current data derived from various organizations and agencies in planning for a pandemic event, and, as such, is a working document that will be updated as needed.

Levels of Response to Health-Related Incidents

In nature, COVID-19 viruses circulate continuously among animals. Even though such viruses might theoretically develop into pandemic viruses, in **Phase 1** no viruses circulating among animals have been reported to cause infections in humans.

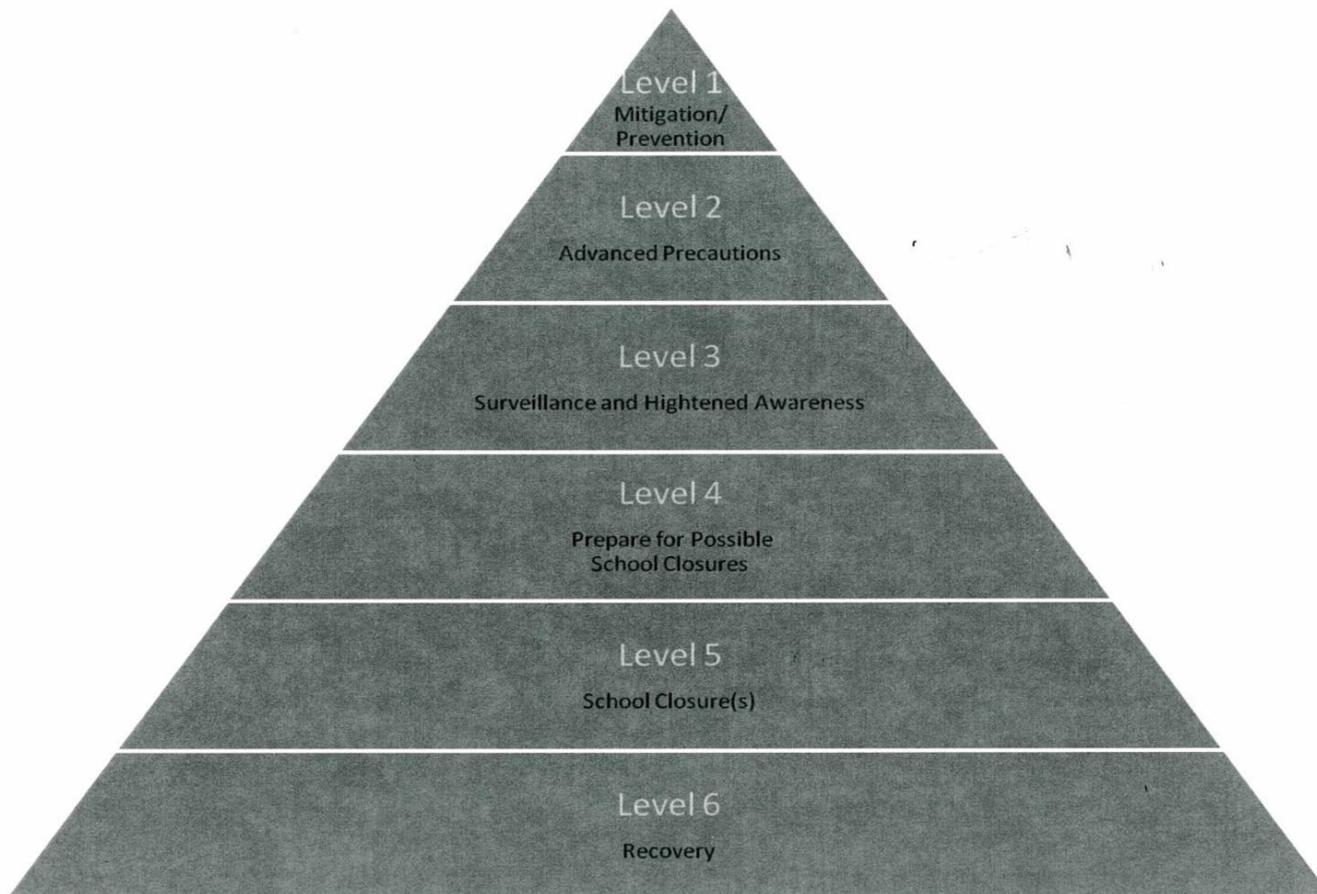
In **Phase 2** an animal COVID-19 virus circulating among domesticated or wild animals is known to have caused infection in humans, and is therefore considered a potential pandemic threat.

In **Phase 3**, an animal or human-animal COVID-19 novel virus has caused sporadic cases or small clusters of disease in people, but has not in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

Phase 4 is characterized by verified human-to-human transmission of an animal or human-animal COVID-19 novel virus about to cause “community-level outbreaks.” The ability to cause sustained disease outbreaks in a community marks a significant upward shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicated a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is certain.

Phase 5 is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Phase 6, the pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in Phase 5. Designation of this phase will indicate that a global pandemic is under way. During the post-peak period, pandemic disease levels in most countries with adequate surveillance will have dropped below peak observed levels. The post-peak period signifies that pandemic activity appears to be decreasing; however, it is uncertain if additional waves will occur and countries will need to be prepared for second wave.



Level One – Plan for it (Mitigation and Prevention)

Trigger: a novel COVID-19 virus has been confirmed in other countries, with limited animal to human transmission and no/little human to human transmission. Health officials are concerned that the novel COVID-19 virus could mutate and cause a global/local pandemic.

Goals: Schools and departments are prepared to implement courses of action to be taken in the event of a pandemic threat. The plan fits within the school’s emergency management plan. Staff, students, and parents are well informed and understand their roles in preventing general COVID-19 spread. It is important for communities to take advantage of the narrow window of opportunity for intervention.

Getting Started	Responsible Person	Detailed Information
1. Identify the authority for declaring a public emergency at the state and local levels and for officially activating the district’s pandemic COVID-19 contingency management plan.		Southeast Regional Department of Health and the Lincoln County Health Department
2. Ensure appropriate school system personnel attend planning meeting(s) with Lincoln County Health Department and contribute to the Health Department’s plan to meet the needs of the community. <ul style="list-style-type: none"> • <i>Identify requirement for reporting incidents and for capturing data for surveillance purposes (surveillance refers to identifying and reporting to LCHD COVID-19 like symptoms and increased absenteeism observed at the school and department levels to assist in capturing patterns and areas of concern.</i> • <i>Develop procedures for tracking staff/students impacted by COVID-19</i> 	Safety Director CSH Coordinator Attendance Supervisor	Attendance will be monitored through the district office of attendance and will be reported to the Director of Schools and the CSH Coordinator
3. Appoint a pandemic manager to coordinate development of the district’s pandemic plan.	CSH Coordinator	

<p>4. Review district emergency response and infectious disease policies and procedures for necessary revisions. * <i>Develop protocols for isolating sick staff/students</i></p>	CSH Coordinator	
<p>5. Identify and purchase resources for immediate and long-term stockpile, (i.e. hand sanitizers, soap, paper towels, first aid kits, masks, etc.).</p>	Maintenance Supervisor	
<p>6. Review disinfection and sterilization policies, practices, and supplies for revisions, possible purchases and needed staff development.</p> <ul style="list-style-type: none"> • <i>See “Routine Cleaning” and “Cleaning of Athletic Facilities”</i> • <i>Review health department and United States Department of Agriculture food service procedures for food sanitation and safety.</i> 	Safety Director Food Service Director	https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html
<p>7. Identify policies and procedures that need to be in place or need to be revised (i.e. sick leave, sick leave bank).</p> <ul style="list-style-type: none"> • <i>Investigate waiver for unexcused absences being made excused and allow for make up work</i> • <i>Investigate, write and incorporate additional policies and administrative procedures as are deemed necessary</i> • <i>Review and incorporate health department policies for students and staff regarding procedures to be followed for returning to work/school following an illness which is suspected to be pandemic in nature</i> • <i>Develop a continuity of operations plan for essential central office functions, including payroll.</i> 	Human Resources Director	<p>Policies and procedures will be reviewed and revised as needed on the regular review schedule</p> <p>LCBOE 6.403</p>
<p>8. Distribute hand washing and COVID-19 screening posters, brochures, and/or flyers for all Schools.</p> <ul style="list-style-type: none"> • <i>Ensure language, culture, and reading level appropriateness in communications</i> 	CSH Coordinator	https://www.cdc.gov/handwashing/materials.html

<p>9. Develop information on awareness of COVID-19 general precautions and pandemic pre-preparation.</p> <ul style="list-style-type: none"> • <i>Ensure language, culture, and reading level appropriateness in communications</i> • <i>Collaborate with Health Dept. for public service announcements and update for broadcast via local media.</i> 	<p>CSH Coordinator</p>	<p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet-sp.pdf</p>
<p>10. Establish informational page on the district website with links to other agencies with trustworthy information.</p>	<p>District Website</p>	<p>District Website COVID-19 information</p>
<p>11. Establish an Incident Command system (ICS) for a pandemic outbreak identifying appropriate personnel and chain of command in case of illness.</p>	<p>Safety Director EMA Director</p>	<p>District and School EOP</p>
<p>12. Establish a communication process to initiate plan, that includes recovery information, to be triggered by notification by Health Department of significant incident(s)</p>	<p>EMA Director CSH Coordinator</p>	
<p>13. Develop communication plan for each level of the plan, for immediate distribution when trigger occurs.</p> <ul style="list-style-type: none"> • <i>Develop and test platforms (e.g. hotlines, telephone trees, dedicated websites, and local radio or TV stations, for communicating pandemic status and actions to school district staff, students, and families.</i> • <i>Produce parent letter from Director of Schools with general COVID-19 precautions for start of school packets</i> • <i>Develop and maintain up-to-date communications contacts of key public health and education stakeholders and provide regular updates as the COVID-19 pandemic unfolds</i> 	<p>CSH Coordinator</p>	

<p align="center">Working with the school community (Take care not to be alarmist. Show confidence in the district’s plan by taking a calm, planned approach.)</p>	<p align="center">Responsible Person</p>	<p align="center">Detailed Information</p>
<p>1.Coordinate with other district crisis management plans. i.e., declared emergency committee and District Mental Health Recovery Committee.</p>	<p>Safety Director</p>	
<p>2. Develop communication plan for each level of the plan, for immediate distribution when trigger occurs.</p> <ul style="list-style-type: none"> • <i>Develop and test platforms (e.g. hotlines, telephone trees, dedicated websites, and local radio or TV stations, for communicating pandemic status and actions to school district staff, students, and families</i> • <i>Provide parent letter and Q & A on COVID-19 and the district’s plan of action</i> • <i>Develop and maintain up-to-date communications contact of key public health and education stakeholders and provide regular updates as the COVID-19 pandemic unfolds</i> • <i>Communications will develop a COVID-19 page for the district web site with a link to it as well as other informative and trustworthy web site.</i> 	<p>CSH Coordinator</p>	
<p>3. Develop and distribute informational materials on the prevention and precautionary Measures for germs and infectious disease, for school, student, and community use.</p> <ul style="list-style-type: none"> • <i>Develop FAQ for school use and for web</i> • <i>Collaborate with LCHD to develop public service announcements and informational sessions for broadcast</i> 	<p>CSH Coordinator</p>	<p>https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/children-faq.html</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf</p> <p>https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet-sp.pdf</p>

4. Inform relevant groups about the district's pandemic plan and what they can do to help. <ul style="list-style-type: none"> <i>In-service for all Food and Nutrition Services employees on the pandemic plan</i> 	Food Service Director	<i>Review health department and United States Department of Agriculture food service procedures for food sanitation and safety</i>
5. Establish redundant communication systems/channels that allow for expedited Transmission and receipt of information. <ul style="list-style-type: none"> <i>Dedicated lines, radios for ICS personnel –align with declared emergency plans</i> 	Safety Director	
6. Provide posters, with translated versions, for hand washing, general COVID-19 precautions and screening to schools and departments.	CSH Coordinator	https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet-sp.pdf https://www.cdc.gov/coronavirus/2019-ncov/downloads/sick-with-2019-nCoV-fact-sheet-sp.pdf
7. Provide information to School Board members, including planning document and actions to date.	Director of Schools	
8. Clarify school district's role in local response plans via the Health Department.	CSH Coordinator	<i>LCHS to possibly be used as a point of distribution (POD)</i>

Planning for Continuing Educational Opportunities for Students and Addressing Work Force Needs	Responsible Person	Detailed Information
1. Develop scenarios describing the potential impact of a pandemic event on student learning (e.g., student and staff absences), school closings, and extracurricular activities and plan for Continuing educational opportunities. <ul style="list-style-type: none"> <i>Plan for continuation of learning, using e-learning, distance learning, homework hotline, cable channel, etc.</i> <i>Determine any potential waivers needed to district or state policies/requirements</i> 	Director of School All Supervisors	
2. Identify plan for moving students from one area of a school to another (isolation of sick students until pick up) and for moving well students from one location to another if necessary.	Safety Director CSH Coordinator	<i>Follow regular evacuation procedures should well students</i>

		<i>need to be moved to a different location</i>
3. Consider work force needs. <ul style="list-style-type: none"> • <i>Plan for reduced staff availability</i> 	Human Resources Director	

Level Two – Take Advanced Precautions (Preparedness)

Preparedness	Responsible Person	Detailed Information
1. Review pandemic plan for full implementation, checking for up-to-date information. <ul style="list-style-type: none"> • <i>Keep all contact information current</i> • <i>Provide ongoing briefings to key staff on roles and responsibilities</i> • <i>Follow identified precautionary measures</i> • <i>Identify an isolation room with appropriate supplies (masks, disinfectants, soap and water, hand sanitizer)</i> 	CSH Coordinator Principals	
2. Keep relevant groups informed. <ul style="list-style-type: none"> • <i>Parent groups should be provided with information for Level 1</i> 	CSH Coordinator	
3. Institute increased disinfectant processes by custodial/cleaning staff.	Maintenance Director Principals	https://www.tn.gov/content/dam/tn/education/health-&-safety/Cleaning%20Guidance.pdf

Level Three – Keep Alert (Initiate Surveillance and Heightened Awareness)

Initiate Surveillance and Heightened Awareness (surveillance refers to identifying and reporting to LCHD COVID-19 levels to assist in capturing patterns and areas of concern)	Responsible Person	Detailed Information

1. Maintain links with relevant agencies and community support networks.	CSH Coordinator	
2. Review pandemic plan. <ul style="list-style-type: none"> • <i>Check staff and student contact details and update if necessary</i> • <i>Brief staff on roles and responsibilities, including isolation of students/staff per level three COVID-19 planning</i> 	CSH Coordinator Principals	
3. Keep relevant groups informed through briefings, emails, newsletters, and websites.	CSH Coordinator	
4. Remind staff, students, and parents about: <ul style="list-style-type: none"> • <i>The difference between symptoms of common cold and COVID-19</i> • <i>The importance of good hygiene practices</i> • <i>The importance of staying home when sick</i> 	CSH Coordinator Principals Teachers	https://www.cdc.gov/coronavirus/2019-ncov/about/steps-when-sick.html https://www.cdc.gov/handwashing/when-how-handwashing.html https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf
5. Monitor recent domestic and international travel of staff and students/families.	Principals	
6. Confirm school's role in local response plans with Lincoln County Healthy Department	CSH Coordinator	

Level Four – Prepare for Possible School(s) Closure

Initiate Response Plan	Responsible Person	Detailed Information
1. District contacts are to maintain open communication with Lincoln County Health department, the State Department of Education, and the State Department of Health	Director of Schools CSH Coordinator	
2. Make preparations for possible school closure <ul style="list-style-type: none"> • <i>Make preparations for securing premises</i> 	Director of Schools Principals Teachers	

<ul style="list-style-type: none"> • <i>Do not close your school without specific direction from the Tennessee Department of Health and the Director of Schools</i> • <i>Prepare to cancel large non-essential gatherings</i> • <i>Prepare staff and student contact lists in case of school closure</i> • <i>Obtain two emergency contacts for each student</i> 		
3. Keep relevant groups informed through briefings, e-mails, newsletters, and websites.	CSH Coordinator Principals	
4. Take care of staff and students showing COVID-19 symptoms.	Principals School Nurses	
5. Institute rigorous cleaning policies and practices to reduce the spread of the virus	Maintenance Director Principals Custodial Staff	https://www.tn.gov/content/dam/tn/education/health-&-safety/Cleaning%20Guidance.pdf

Level Five – Implement Full Activation of the Response Plan

Closing Your School	Responsible Person	Detailed Information
1. Close schools(s) as directed by the Director of Schools. <ul style="list-style-type: none"> • <i>Provide notice to parents if alternative location will be available for students who are not sick</i> • <i>Notify Transportation Director to initiate the alternative location(s) plan</i> 	Director of Schools Principals	
2. Secure premises and disinfect thoroughly.	Maintenance Director Principals Custodial Staff	
3. Post notices of closure on entry points and main buildings.	Principals	

4. Keep relevant groups informed through briefings, emails, newsletters, and websites.	Director of Schools CSH Coordinator	
5. Collaborate with local agencies in making school facilities available in local response efforts.	Director of Schools CSH Coordinator	
6. Be prepared for another wave of COVID-19 a few weeks after the first; initiate procedures as needed.	Everyone	

Level Six – Recovery (Follow the advice of health officials in managing return to work/school. Watch for other symptoms of grief and trauma. Counseling and support may be required for a significant time after the pandemic has been abated.)

Re-opening Your School	Responsible Person	Detailed Information
1. Access capacity of staff to resume normal school operations; determine staffing needs based on returning student population; provide appropriate staff coverage as necessary.	Director of Schools Principals	
2. Cleaning and disinfecting of affected areas including school busses. <ul style="list-style-type: none"> • <i>Provide hygiene education and supplies</i> • <i>Provide staff-development and supplies to custodial staff and bus driver</i> 	Maintenance Director Custodial Staff Transportation Director Bus Drivers	
3. Arrange debrief of pandemic event for staff and students, if appropriate. <ul style="list-style-type: none"> • Reassure parent/staff that the school environment, transportation vehicles are safe and have been inspected for proper cleaning/disinfection to resume operations 	Director of Schools Safety Director Transportation Director Principals	
4. Mobilize the Crisis Recovery Team to address mental health needs, including additional recovery material for provision of psychological-emotional support for students, staff, families and safe place for counseling. <ul style="list-style-type: none"> • <i>Support and monitor the well-being of staff and students</i> • <i>Make educational materials available to families and staff on topics such as supporting student in their recovery, common symptoms of loss and grief, and constructive ways to cope with stress</i> • <i>Work with Family Counseling Centers to provide long term mental/physical health support/intervention in collaboration with community resources</i> 	Director of Schools CSH Coordinator Principals School Psychologists School Social Worker	

5. Keep relevant groups informed through briefings, emails, newsletters and websites.	Director of Schools CSH Coordinator Principals	
6. Evaluate the success of the pandemic plan and make adjustments.	Everyone	