

## **Olympia School District Pandemic Illness Plan**

In the event of a pandemic illness, the Olympia School District will follow all guidelines and protocols established by the U.S. Center for Disease Control, the Washington State Department of Health, the Office of the Superintendent of Public Instruction and the Thurston County Public Health Department.

In addition to following those guidelines, in the event that absentee rates at any school exceed 10% due to pandemic illness, or upon receiving direction from the Thurston County Public Health Department, the Olympia School District will implement the following practices in buildings as needed:

### **COMPONENT 1: PREVENTION AND PREPAREDNESS**

1. The Olympia School District will communicate the following messages:
  - Cover your nose and mouth with a tissue or a sleeve when you cough or sneeze. Throw the tissue in the trash after you use it.
  - Wash your hands often with soap and water, especially after you cough or sneeze. Alcohol-based hand cleaners are also effective.
  - Try to avoid close contact with people who are sick.
  - If you get sick, stay at home and limit contact with others to keep from infecting them.
  - Avoid touching your eyes, nose or mouth.
  - Wash a sick person's laundry in hot water and dry it on high. Wash your hands after touching dirty laundry from the person who is sick.
  - Avoid sharing drinking glasses or eating utensils. Don't share food.
2. The Olympia School District will develop and distribute information on preventive measures in both print and non-print formats for staff, students and parents. The information will be current and will enable District employees to respond to frequently asked questions.
3. The Olympia School District will work with teachers and nurses to develop instructional lessons about the pandemic illness for presentations in their classrooms.
4. The Olympia School District will train school staff in flu-symptom recognition and response.
5. The Olympia School District will identify students and staff who are most vulnerable to serious illness and encourage them to talk to their health care providers regarding special precautions.

6. The Olympia School District will identify students who are considered “high risk or medically fragile” and consult with their parents, health care provider and school staff regarding special precautions and potential changes to the student’s Emergency Action Plan and Individual Health Care Plan.
7. The Olympia School District will develop a contingency plan for alternative transportation, maintenance, teaching and administration in the case of high absenteeism of staff.

## **COMPONENT 2: UTILIZE SOCIAL DISTANCING**

1. To the extent practical, the Olympia School District will employ “social distancing” protocols in classrooms, lunch rooms, assemblies and transportation. Under this protocol, classroom desks and other seating arrangements should be modified to ensure approximately 1 yard distance between students. Students riding in buses should be encouraged to sit in single seats or some distance from the person next to them.

## **COMPONENT 3: REVIEW SCHOOL PROGRAMS**

1. The Olympia School District will review all scheduled field trips and travel. If the trip involves travel to a location where students will be in a confined area or in close contact with others, the trip may be rescheduled or cancelled.
2. The Olympia School District will review all scheduled large gatherings (sports events, assemblies, dances, concerts, performances, etc) and make appropriate recommendations on the need to reschedule or cancel those events.

## **COMPONENT 4: DISINFECT FACILITIES**

1. The Olympia School District will perform soil removal and disinfection with an EPA registered disinfectant (hospital type) for Influenza type A. Using best practice techniques, cleaning emphasis will be on high touch surfaces which may include door knobs, light switches, desk, table, and counter tops, telephones and computer keyboards, restroom fixtures, door push plates, elevator buttons and handrails. The frequency may include daily cleaning or more of health room and/ or other possibly impacted areas.

## **COMPONENT 5: COMMUNICATE REGULARLY**

1. The Olympia School District will institute regular updates to the staff, students, parents and community via District and school websites. This will include regular updates from the Thurston County Public Health Department.

2. Olympia School District principals and program supervisors will provide regular updates to their staffs on possible changes to their individual school schedules or programs.

#### **COMPONENT 6: MONITOR HEALTH CONDITIONS**

1. The Olympia School District will ask parents to provide information on the symptoms and conditions of their student when they call in to report an absence. Voice message systems in the schools should include a request for parents to provide this information when reporting an absence.
2. Olympia School District principals or designees will provide daily reports to their school nurse on the number of students absent along with the symptoms and conditions of those students.
3. Building principals will report to the District Superintendent's Office if 4 or more students have reported similar symptoms/conditions of pandemic illness.
4. The Olympia School District will track and report data to the Thurston County Public Health Department and other state and federal agencies as requested.
5. The Olympia School District will separate students in health rooms with injuries from those who are symptomatic of pandemic illness.
6. The Olympia School District will require students and staff to stay at home until all symptoms associated with pandemic illness have been gone for 24 hours, without medication.
7. District and building administrators will make arrangements so staff may go home immediately if they begin to demonstrate symptoms associated with pandemic illness.

#### **COMPONENT 7: PLAN FOR CONTINUING EDUCATION**

1. In the event of an extended school closure due to pandemic illness and to the extent that is practical, staff will seek to provide students with alternative assignments, establish on-line communication about school work, provide flexibility in assignment due dates and/or grading format such as incompletes and assist students in remaining current on their coursework.
2. The Olympia School District will work with the Office of Superintendent of Public Instruction on issues related to state requirements and regulations pertaining to attendance and credits and communicate updates to staff, students, parents and the public.

## **COMPONENT 8: RECOVERY**

1. If school closure is necessary, the Olympia School District will consult with the Thurston County Public Health Department to determine when schools should reopen.
2. If a school closure is necessary, the Olympia School District will communicate regularly with staff, students and families regarding the status of school closures and reopening.
3. After a school is reopened, the Olympia School District will continue its procedures for monitoring and reporting symptoms of pandemic illness.
4. The Olympia School District will work to assist staff and students with any psycho-social needs following a pandemic event.