

PAYNESVILLE SCHOOL DISTRICT

PANDEMIC INFLUENZA PREPAREDNESS PLAN (Draft) updated 11/13/09

I. Background

Influenza A viruses have the ability to infect many different animals including ducks, chickens, pigs, whales, horses, and seals. Influenza A viruses normally seen in one species can sometimes cross over and cause illness in another species. This creates the possibility that a new virus will develop, either through mutation or mixing of individual viruses, in turn creating the possibility for new viral strains that can be highly infective, readily transmissible and highly lethal in humans. When a pandemic virus strain emerges, 25% to 35% of the population could develop clinical disease, and a substantial fraction of these individuals could die.

II. Purpose

Paynesville School District has created this Pandemic Influenza Preparedness Plan (PIPP) to help the school district prepare and respond to a pandemic influenza outbreak. The purpose of this Plan is to describe specific action to be taken by the school in the event of an influenza outbreak. The Plan should be implemented in accordance with the Paynesville School District Crisis Plan and used to advise the community about the school response to an influenza pandemic. The PIPP encompasses the various aspects of communication and education, preparedness, emergency response, and the recovery and maintenance efforts to take place in the event of an influenza pandemic.

The development of this document is based on the following assumptions:

- In the event of an influenza pandemic the Minnesota Department of Health will have minimal resources available for onsite local assistance and therefore local authorities and institutions will be responsible for community-specific response plans.
- The federal government has limited resources allocated for State of Minnesota and local plan implementation, and therefore the State will provide supplementary resources in the event of pandemic influenza, which may include the redirection of personnel and monetary resources from other programs.
- The federal government has assumed the responsibility for developing materials and guidelines, including basic communication materials for the general public on influenza, influenza vaccine, antiviral agents, and other relevant topics in various languages; information and guidelines for health care providers; and training modules. This information is now available at the following website: <http://www.pandemicflu.gov>.
- A novel influenza virus strain will likely emerge in a country other than the United States, but could emerge first in the United States and possibly in Minnesota.
- It is likely that moderate or severe shortages of vaccine will exist early in the course of a pandemic and also possible that no vaccine will be available.
- The supply of antiviral medications used for prevention and treatment of influenza will be limited.

III. World Health Organization (WHO) Pandemic Response Alert Phases

The World Health Organization has established six pandemic influenza response alert phases as part of its Global Influenza Preparedness Plan (see [Table 1](#) below).

TABLE 1 – World Health Organization Pandemic Response Phases

PHASES	PUBLIC HEALTH GOALS
Interpandemic period	
Phase 1. No new influenza virus subtypes have been 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 to be low.	Strengthen influenza pandemic preparedness at the global, regional, national and sub national levels.
Phase 2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.	Minimize the risk of transmission to humans; detect and report such transmission rapidly if it occurs.
Pandemic alert period	
Phase 3. Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact.	Ensure rapid characterization of the new virus subtype and early detection, notification and response to additional cases.
Phase 4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.	Contain the new virus within limited foci or delay spread to gain time to implement preparedness measures, including vaccine development.
Phase 5. Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).	Maximize efforts to contain or delay spread, to possibly avert a pandemic, and to gain time to implement pandemic response measures.
Pandemic period	
Phase 6. Pandemic: increased and sustained transmission in general population.	Minimize the impact of the pandemic.
The world is presently in Phase 6: Pandemic: increased and sustained transmission of the novel influenza virus H1N1 in the general population.	

IV. Paynesville School District Pandemic Influenza Alert Matrix

In response to the WHO Pandemic Response Alert Phases and in consultation with the Minnesota Department of Health, the Paynesville School District has established the following alert matrix for our Pandemic Influenza Preparedness Plan (see **Table 2**).

TABLE 2 – Paynesville Schools Pandemic Influenza Alert Matrix

What type of transmission is confirmed?	Where are the cases?	Are there cases at the Paynesville Area Schools?	Alert Level
None or sporadic cases only	Anywhere in the world	No	Preparation
Person-to-person transmission	Anywhere outside North America	No	1
Person-to-person transmission	Anywhere in North America	No	2
Person-to-person transmission	At Paynesville Schools	Yes	3

Specific organizational responsibilities for primary and support agencies are outlined in **Table 3 – Paynesville School District Pandemic Influenza Preparedness Matrix**.

TABLE 3 – Paynesville School District Pandemic Influenza Preparedness Matrix

Emergency Support Function (ESF)	Preparation	Level 1 Anywhere outside North America	Level 2 Anywhere in North America (In addition to Level 1 actions)	Level 3 At Paynesville School District #741 (In addition to Level 2 actions)
<p>ESF: Direction and Control</p>	<ul style="list-style-type: none"> • The Superintendent, Principals, Licensed School Nurse and members of the Crisis Team will monitor national situation through review of CDC, WHO and NH DHHS websites. • The Superintendent, Principals, Licensed School Nurse and members of the Crisis Team will communicate with police, health services and media relations for planning efforts. • The Superintendent, Principals, Licensed School Nurse and members of the Crisis Team will brief administration and the School Board on regular basis and request they identify essential staff that can maintain the Paynesville School District’s Facilities and Operations. • The Superintendent, Principals, Licensed School Nurse and members of the Crisis Team will coordinate with Minnesota Department of Health and Stearn’s County Public Health Officials. • The Superintendent, Principal, Licensed School Nurse and members of the Crisis Team will formulate the plan for the Paynesville School District’s response to Pandemic Influenza. 	<ul style="list-style-type: none"> • Encourage Paynesville School community to follow U.S. government guidelines on foreign travel. • Crisis team will meet to discuss methods to provide regular updates to staff, students and parents on preparedness and response activities. The team will meet on an as needed basis (other plans recommend monthly). • Monitor the Health Alert Network and other communications from public health officials to review changes in recommendations about screening criteria. Licensed School Nurse will communicate with local hospital clinic as needed regarding these changes. • The Superintendent, Principals, Licensed School Nurse and Crisis Team and will provide updates to Administration and the School Board on an as needed basis (other plans recommend monthly). • Health Services staff will receive surgical masks as needed to reduce airborne transmission of infection. 	<ul style="list-style-type: none"> • Consider possible restrictions to vendors, visitors and conferences/group activities. • The Superintendent, Principals, Licensed School Nurse, and Crisis Team will meet as needed to review the situation as the pandemic progresses and provide updates to Administration and School Board. • Maintain supply of surgical masks in Health Services Department to be used as needed for Paynesville School District staff and students as specified by the Crisis Team. 	<ul style="list-style-type: none"> • Anticipate communication with and direction from Alice Seagren, the Minnesota Department of Education Commissioner (651-582-8200) and the Minnesota Department of Health (651-201-5000) regarding closing the school due to influenza pandemic. • The Superintendent, Licensed School Nurse and the Crisis Team may recommend school closure as a means to prevent the further spread of pandemic influenza. A Crisis Team meeting will be held to discuss school closure and/or the cancellation of activities, including sporting events, arts performances, and classes when total absence rate at any of the Paynesville Schools approaches 25%. Prior to the meeting, the Superintendent and Licensed School Nurse will confer with neighboring districts, the Minnesota Department of Education (651-582-8200), the Minnesota Department of Health (651-201-5000) and Stearns County Public Health (320-656-6000) for guidance. Recommendations will then be brought to the school board. • Follow MDH guidelines for reporting influenza-like illness.

	<ul style="list-style-type: none"> • The Superintendent, Principals, Crisis Team and other members of Administration will develop a policy for suspension of classes due to Pandemic Influenza outbreak. • The Superintendent, Principals, Licensed School Nurse and members of the Crisis Team will develop and update emergency preparedness information on the Paynesville School District's web page as appropriate. • The Superintendent, Principals, Licensed School Nurse and members of the Crisis Team will begin planning efforts to purchase and provide adequate number of surgical masks, and waterless hand sanitizer systems for faculty, staff, students and visitors. • Health and Safety funding will be used to purchase these supplies 			<ul style="list-style-type: none"> • Notify the following community stakeholders each time a report is made to the MDH concerning influenza-like illness: The Paynesville Hospital Clinic Supervisor, Jane Monson (243-7752 or e-mail JMonson@pahcs.com) or Tami Stanger, Lab Manager (243-7707 or e-mail TStanger@pahcs.com) Paynesville Emergency Services Director, Dusty Veldkamp (call 243-3714 or e-mail Dusty.2020@hotmail.com) and the Paynesville Police Department (call 243-7346 or e-mail paynesvillepd@gmail.com). • If the school remains open, the Licensed School Nurse and Crisis Team will confer with local health officials and the Minnesota Department of Health about what actions should be taken to prevent the spread of pandemic influenza. Recommendations will be forwarded to Administration and the School Board for approval.
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Emergency Support Function (ESF)	Preparation	Level 1 Anywhere outside North America	Level 2 Anywhere in North America (In addition to Level 1 actions)	Level 3 At Paynesville School District (In addition to Level 2 actions)
ESF-1 : Transportation and Evacuation	<ul style="list-style-type: none"> Identify essential transportation staff that will be available in the event of an influenza pandemic. Continually update Pink Emergency Care Card Contact Information on each student attending Paynesville Schools. These are to be updated annually, but ongoing follow-up is needed. 	<ul style="list-style-type: none"> Transportation and Evacuation Staff will receive surgical masks as needed. Continually update Pink Emergency Care Card Contact Information on each student attending Paynesville Schools. These are to be updated annually, but ongoing follow-up is needed Monitor situation and respond as needed 	<ul style="list-style-type: none"> Monitor situation and respond as needed. Continually update Pink Emergency Care Card Contact Information on each student attending Paynesville Schools. These are to be updated annually, but ongoing follow-up is needed. 	<ul style="list-style-type: none"> Persons listed on Pink Emergency Care Cards will be contacted to transport ill students home. Parents will be contacted first. If parents cannot be reached, Emergency contacts will be called. If persons listed cannot be reached or are unable to provide transportation, the City of Paynesville Emergency Services will be contacted to provide assistance. Primary contacts for this assistance will be Kent Kortlever, Chief of Police 243-7346 and Mayor, Jeff Thompson, 243-3714. In the event that school transportation, including buses transporting students on and off school grounds, must be suspended, school will be closed. Monitor situation and respond as needed.
ESF-2: Communication and Alerting	<ul style="list-style-type: none"> Identify essential staff that can maintain the Paynesville School District Communications system. Update the Paynesville School District homepage as appropriate. 	Essential staff will receive surgical masks as needed. Monitor situation and respond as needed.	<ul style="list-style-type: none"> The Superintendent, Principals, Licensed School Nurse and Administration will advise Paynesville School District personnel, including faculty, staff, students and visitors, who have fever and cough to defer attending school or visiting the institution until their illness has resolved through the District and Elementary School Newsletters, 	<ul style="list-style-type: none"> The Superintendent, Principals, Licensed School Nurse and other members of Administration will continue to advise the Paynesville School District personnel, including faculty, staff, students and visitors, who have fever and cough to defer attending school or visiting the institution until their illness has resolved through the District and Elementary

			<p>mass mailings, staff meetings and the Paynesville School District website.</p> <ul style="list-style-type: none"> • Monitor situation and respond as needed. 	<p>School Newsletters, mass mailings, staff meetings and the Paynesville School District website.</p> <ul style="list-style-type: none"> • Monitor situation and respond as needed.
ESF-3: Public Works and Engineering	<ul style="list-style-type: none"> • Identify essential staff that can maintain the Paynesville School's Facilities and Operations during an influenza pandemic. 	<ul style="list-style-type: none"> • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Prepare plan to shutdown ventilation systems on buildings on an individual or entire-school basis. • "Ask for a Mask" and other infection control signs will be placed at the entrance to the Health Services Offices and posted at all entrances and in all common areas (libraries, gymnasium, auditoriums, cafeterias, classrooms and restrooms). • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Shutdown building ventilation systems as instructed by the Crisis Team. • Monitor situation and respond as needed.
ESF-4: Fire Fighting	<ul style="list-style-type: none"> • Identify essential staff that can maintain the life safety systems and fire fighting operations during an influenza pandemic. 	<ul style="list-style-type: none"> • Follow Paynesville Fire Department procedures for respirator use. • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Follow appropriate Paynesville Fire Department procedures for pandemic influenza. 	<ul style="list-style-type: none"> • Follow appropriate Paynesville Fire Department procedures for pandemic influenza.

<p>ESF-5: Public Information and Planning</p>	<ul style="list-style-type: none"> Identify essential staff that will be available in the event of an influenza pandemic. 	<ul style="list-style-type: none"> Develop educational and promotional materials to promote availability and desirability of influenza vaccine for all. Encourage Paynesville School District community to follow U.S. government guidelines on foreign travel. Develop a sustainable and effective plan for communication and promotion of messages relating to a potential pandemic influenza to internal and external audiences. Inform faculty, staff and students of basic readiness activities at the Paynesville School District. Through staff education days, meetings, and by incorporating curriculum designed to teach pandemic influenza preparedness. Essential staff will receive surgical masks as needed. Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Write and record pandemic influenza bulletins and updates for the Paynesville School District website Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Develop daily or more frequent pandemic influenza updates to national and local media outlets. Monitor situation and respond as needed.
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<p>ESF-6: Mass Care and Shelter</p>	<ul style="list-style-type: none"> Identify essential staff that will be available in the event of an influenza pandemic. 	<ul style="list-style-type: none"> Formulate plans for triage of ill students. Health Services Staff will receive surgical masks to protect from airborne transmission. Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Activate plans to triage ill students. In the event the Elementary School Nurse's Office becomes overfull with ill students, the conference room #129 will be used as a triage room. In the event the Secondary School Nurse's Office becomes overfull with ill students, Room #211 or another room designated by the Secondary
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				<p>School Principal will be used as a triage room.</p> <ul style="list-style-type: none"> • The Licensed School Nurse shall consult with the building Principal if activation of a triage room and support personnel is needed. • Ill students will wait in the triage room until they can be seen by Health Services personnel and transported home by parent or other emergency contact. • If a triage room is activated, an additional staff member from the Nurse's Office sub list will be called in to assist the School Nurse as needed in either the Elementary or Secondary building (or both). • The Superintendent, Principals and Licensed School Nurse shall consult with the Paynesville Police Department, Paynesville Hospital, and Minnesota Department of Health as needed for further guidance. • Monitor situation and respond as needed.
ESF-7: Resource Support	<ul style="list-style-type: none"> • Identify essential staff that will be available in the event of an influenza pandemic. 	<ul style="list-style-type: none"> • Initiate influenza awareness training for all staff through power point presentations at Workshop Days and Staff Ed Days. • Report suspicious illnesses to Paynesville School District Health Services Department. • Essential staff will receive surgical masks as needed. 	<ul style="list-style-type: none"> • Develop a plan for the monitoring and delivery of medications and other goods and services to isolated cases. 	<ul style="list-style-type: none"> • Activate plans to triage patients (e.g ill students, staff) with Paynesville police, Paynesville Hospital, and Minnesota Department of Health. • Assist with the location of ill students. • Identify student events where confirmed patients have attended.
ESF-8: Health and	<ul style="list-style-type: none"> • Identify essential staff that will be available in the event of an 	<ul style="list-style-type: none"> • If recommended and funded by the Minnesota Department of 	<ul style="list-style-type: none"> • Health services personnel who suspect, after initial clinical 	<ul style="list-style-type: none"> • Surgical masks and contact precautions are recommended

<p>Medical Services</p>	<p>influenza pandemic.</p> <ul style="list-style-type: none"> • Develop educational and promotional materials to promote availability and desirability of influenza vaccine for all. • Develop specific pandemic influenza preparedness plan for medical response. 	<p>Health and/or the CDC, offer all eligible staff, students, and visitors the opportunity to receive influenza vaccine on-site. This may be facilitated by holding vaccination clinics on designated days..</p> <ul style="list-style-type: none"> • Document the administration of influenza vaccine, preferably in a computerized database. • Monitor national, regional, and local data related to pandemic influenza. • Essential staff will receive surgical masks as needed. 	<p>evaluation, that a student or staff person may have pandemic influenza, should refer the student to a medical doctor and immediately consult with the Minnesota Department of Health.</p> <ul style="list-style-type: none"> • Airborne, droplet, and contact precautions are required for all contact with any individual who has screened as a possible pandemic influenza case, until an alternate diagnosis is made. • Health Services personnel will offer a surgical mask to anyone who self-identifies as possibly having pandemic influenza. 	<p>(not required) for all Paynesville School District Health Services staff having contact with any person exhibiting symptoms of pandemic influenza, until an alternate diagnosis is made</p> <ul style="list-style-type: none"> • Consult with Minnesota Department of Health for additional infection control/precautions. • Work with Stearns County Public Health (320-656-6000) the Paynesville Hospital (243-3767) and other vendors as needed to provide flu vaccination clinics for students and staff. • Update school website and newsletter as needed regarding vaccine clinics and vaccine shortages. • Contacts for flu clinics with the Paynesville Hospital are Tami Stanger-Lab Manager 243-7707 and Jane Monson, Clinic Manager 243-3767 or cell (320)333-9191
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Emergency Support Function (ESF)	Preparation	Level 1 Anywhere outside North America	Level 2 Anywhere in North America (In addition to Level 1 actions)	Level 3 At Paynesville School District (In addition to Level 2 actions)
ESF-9: Search and Rescue	<ul style="list-style-type: none"> Identify essential staff that will be available in the event of an influenza pandemic. 	<ul style="list-style-type: none"> Essential staff will receive surgical masks as needed. Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Follow appropriate Paynesville Ambulance procedures for pandemic influenza. 	<ul style="list-style-type: none"> Follow appropriate Paynesville Ambulance procedures for pandemic influenza.
ESF-10: Food	<ul style="list-style-type: none"> Identify essential food service personnel and ensure their presence during a pandemic. Consider the need to supplement food supply. Develop specific pandemic influenza preparedness plan for Food Services Department. 	<ul style="list-style-type: none"> Formulate plans for alternate dining services for students and staff. Ensure food delivery process will not be affected during a pandemic. Essential staff will receive surgical masks as needed. 	<ul style="list-style-type: none"> Consider possible restrictions to vendors, visitors and conferences/group activities. 	<ul style="list-style-type: none"> Make arrangements to provide those in triage area with necessary daily items, including meals, water, hygiene, and telephone.
ESF-11: Law Enforcement and Security	<ul style="list-style-type: none"> Identify essential staff that will be available in the event of an influenza pandemic. 	<ul style="list-style-type: none"> Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Monitor situation and respond as needed. 	<ul style="list-style-type: none"> With guidance from the Minnesota Department of Health, implement recommendations for non-ill contacts.
ESF-12: Research and Environmental Safety	<ul style="list-style-type: none"> Assess respiratory protection plan and resources needed for a Pandemic Influenza outbreak. Consult with Stearns County Public Health and the Minnesota Department of Health regarding the need to purchase N95 respirators. Develop a management plan for the control and disposal of increased volumes of infectious waste. Identify essential staff that will be available in the event of an influenza pandemic. 	<ul style="list-style-type: none"> Develop educational and promotional materials to promote availability and desirability of influenza vaccine for all. Essential staff will receive surgical masks as needed. 	<ul style="list-style-type: none"> Monitor situation and respond as needed. 	<ul style="list-style-type: none"> Distribute additional surgical masks to essential personnel, as needed per Stearns County Public Health and Minnesota Department of Health recommendations.

Emergency Support Function (ESF)	Preparation	Level 1 Anywhere outside North America	Level 2 Anywhere in North America (In addition to Level 1 actions)	Level 3 At Paynesville School District (In addition to Level 2 actions)
ESF-13: Academic and Cultural Resources	<ul style="list-style-type: none"> • Monitor students traveling in affected regions. • Identify essential staff that will be available in the event of an influenza pandemic. 	<ul style="list-style-type: none"> • Essential staff will receive surgical masks as needed. Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Notify departmental and building coordinators with status reports and updates from the Crisis Team
ESF-14: Paynesville Community	<ul style="list-style-type: none"> • Maintain communication with town officials on pandemic influenza planning. 	<ul style="list-style-type: none"> • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Monitor situation and respond as needed.
ESF-15: Paynesville Public Schools	<ul style="list-style-type: none"> • Identify essential staff that will be available in the event of an influenza pandemic. 	<ul style="list-style-type: none"> • Essential staff will receive surgical masks as needed. • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • Monitor situation and respond as needed. 	<ul style="list-style-type: none"> • See ESF-DC (Direction and Control) for recommendations.