



## **PANDEMIC RESPONSE PLAN FOR INFLUENZA OR OTHER HEALTH CRISIS**

### **Introduction:**

This plan provides guidance to parents, students, faculty and staff in the event normal school activities are suspended due to a pandemic flu or other health related crisis. A decision to implement this plan will be based on the best available information supplied by the appropriate Federal, state and local governmental agencies, and by the Diocese of Arlington Office of Catholic Schools. This plan is intended to be fluid in nature, and will be modified, at the direction of the Principal, to respond to the circumstances dictated by a particular health crisis.

### **Guidance to Faculty:**

- Communicate to students the appropriate strategies for reducing the spread of a virus (for example, covering sneeze or cough, hand washing, and telling parents or teacher of flu related symptoms).
- Maintaining in the classroom an adequate supply of materials (tissues, ant-bacterial wipes or hand sanitizer) to prevent the spread of a virus.
- In the event the school must be closed for an extended period of time:
  - Prepare and maintain a contingency education plan and learning packets that can be supplied to parents and students by the most appropriate form of communication. These materials should include grade-appropriate reading lists, math packets, research and writing exercises;
  - Utilize appropriate learning tools (for example, educational websites, educational television channels, like the History Channel, Discovery Channel and Animal Planet).
  - Communicate on a daily basis with the students and parents on homework assignments or other learning activities relating to the teacher's areas of responsibility.

### **Guidance to Staff:**

- Communicate to parents the appropriate strategies to prevent or reduce the spread of a virus.
- Keep parents and faculty informed of relevant information supplied by Federal, state or local agencies and the Office of Catholic Schools.
- Maintain appropriate health and attendance records and be prepared to provide on a timely basis any reports requested by an appropriate governmental agency or the Office of Catholic Schools.
- Identify students most vulnerable to a health crisis because of a compromised immune system or chronic illness.
- Ensure that maintenance staff, food handlers and after school staff are adequately trained in infection control and disinfection procedures.
- Create a contingency plan for faculty/staff absences. Identify substitute teachers/staff and alternate procedures in support of essential operations.
- Implement cross-training in support of essential operations.

- In the event of a school closure:
  - Immediately activate the school emergency communications system to provide information on the closure. Notify other news agencies of the closure as appropriate and necessary;
  - Update the school website to provide the most recent and relevant information to parents and the community relating to a school closure;
  - Maintain constant communication with the faculty to ensure that a learning environment is provided that takes into account the nature and magnitude of the health crisis;
  - Ensure that the school is properly cleaned and disinfected prior to the resumption of any in-school activities; and,
  - Establish a symptom free protocol for the return of students.

**Guidance to Parents:**

- Ensure that your most recent contact information (home phone, cell phone, and email addresses) are on file with the schools in the event the school emergency system must be activated.
- Practice and educate your children on appropriate strategies to prevent or reduce the spread of a virus.
- Monitor governmental agencies' websites for updated information on any health crisis.
- Continually monitor the school website for updates.
- Check on a daily basis for communications from teachers on assignments and homework.
- Provide a good learning atmosphere during a school closure, taking into account the effects the crisis is having on your family.
- Strictly follow any guidance provided by the school on when a sick student can return to school once the school is reopened.