

*******DRAFT*******

CITY OF DERBY, CONNECITICUT
DERBY PUBLIC SCHOOLS

TITLE OF EMERGENCY PLAN
PANDEMIC CORONAVIRUS OPERATION PLAN

LOCAL CONTROL
DERBY BOARD OF EDUCATION

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Approved by:

Director of Emergency Management

Date

Chief Executive Officer

Date

Chairman Board of Education

Date

Superintendent of Schools

Date

TABLE OF CONTENTS

APPROVAL		COVER
I.	PURPOSE	Pg.6
II.	WHAT IS A PANDEMIC	Pg.6
III.	ASSUMPTIONS	Pg.6
IV.	CORONAVIRUS SYMPTOMS	Pg.7
V.	HOW THE CORONAVIRUS IS SPREAD	Pg.8
VI.	HABITS FOR GOOD HEALTH	Pg.9
VII.	WHAT TO DO IF YOU GET SICK	Pg.9
VIII.	WARNING AND ACTIVATION OF PLAN	Pg.9
IX.	LINES OF AUTHORITY	Pg.10
X.	REASONS FOR SCHOOL CLOSURE	Pg.10
XI.	CONTINUATION OF EDUCATION	Pg.11
XII.	INCIDENT COMMAND SYSTEM	Pg.11
XIII.	STAKEHOLDERS	Pg.12
XIV.	OVERSIGHT COMMITTEE	Pg.12
XV.	SHIFTING RESPONSIBILITIES	Pg.12
XVI.	COORDINATOR/LIAISON	Pg.13

XVII. COMMUNICATIONS	Pg.14
XVIII. VACCINES	Pg.14
XIX. CRISIS RESPONSE TEAM	Pg.14
XX. CLEAN UP AND DISINFECT PROCEDURES	Pg.15
XXI. MEDICAL CONTROL AND PROTOCOLS	Pg.15
XXII. SECURITY	Pg.15
XXIII. FOOD SERVICES RESPONSIBILITY	Pg.15
XXIV. CUSTODIAL RESPONSIBILITIES	Pg.15
XXV. PERSONAL PROTECTION EQUIPMENT	Pg.15
XXVI. LEGAL REVIEW	Pg.16
XXVII. CHANGES TO PLAN	Pg.17
XXVIII. WEB SITES	Pg.18
XXIX. ENCLOSURES	
a. Activity Log Sheet	
b. Emergency & Stakeholder Contact list	
c. Sample take home message A Outbreak	
d. Sample take home message B Outbreak	
e. World Health Organization Alert Chart	
f. Planning Guidelines for Educators	
g. Pandemic CORONAVIRUS Planning Checklist	

- h. Stopping Germs at Home
- i. CDC fact sheet on CORONAVIRUS
- j. Q & A Information sheets
- k. Child Care and Preschool Checklist
- l. Glossary of terms
- m. Acronyms

DERBY PUBLIC SCHOOL DISTRICT

PANDEMIC CORONAVIRUS ACTION PLAN

PURPOSE: The Pandemic CORONAVIRUS Action Plan for the Derby Public School District is a plan designed to fit within the City of Derby's Emergency Preparedness Plan that will enable the Board of Education and its agents to respond in the most efficient manner to mitigate the effects during the threat or actual pandemic based upon the best known factors available at the time. The plan is designed to be placed into action in as much advanced time as possible in order to educate, communicate, respond, mitigate and recover from a Pandemic.

WHAT IS A PANDEMIC? A pandemic is a global disease outbreak. A CORONAVIRUS pandemic occurs when a new CORONAVIRUS virus emerges that people have little or no immunity to and for which there may be no vaccine. The disease spreads easily from person to person and causes serious illness. It can sweep across the country and around the world very quickly. It is hard to predict when the next CORONAVIRUS pandemic will occur or how bad it will be.

Child care and preschool programs can help protect the health of their staff and the children and families they serve. Interruptions in child care services during an CORONAVIRUS pandemic may cause conflicts for working parents that could result in high absenteeism in workplaces. Some of that absenteeism could be expected to affect personnel and workplaces that are critical to the emergency response system.

The aforementioned information was derived from the official government Pandemic CORONAVIRUS web sight. (<https://www.cdc.gov/coronavirus/2019-ncov/index.html>)

The U.S. Department of Health and Human Service (HHS) and the Centers for Disease Control (CDC) offer checklist to help programs prepare for a CORONAVIRUS pandemic. It is the intent of this document to utilize these recommendations in the best possible manner for the development of this plan. [Recommendations from CDC](#) are located in the Enclosure section of this plan.

ASSUMPTIONS: There are many assumptions that can be made in regards to a Pandemic and consequently the following is not all inclusive but may be used in the decision process of the

authorities and or stakeholders. As the threat or actual pandemic plays out a number of conditions can and will be present that will determine the actions and decisions to be made.

One: In the event of a Pandemic CORONAVIRUS outbreak, ([Sometimes called, Avian CORONAVIRUS](#)) It can be assumed that there will be an advanced warning, possibly up to several months according to the most recent available information of a potential pandemic CORONAVIRUS outbreak. This notification will cause consequences in which the public will want to know how they will be protected. This advanced notice will give an opportune time to activate advanced planning.

Two: A pandemic may break out locally or in the United States and the warning time will be diminished. In which case advanced education in prevention and protection should be conducted as soon as possible and the plan to deal with the effects fully activated.

Three: Due to the seriousness of a pandemic there will be worldwide concern. People will know that there is a very high risk of serious illness and possible death if they contract the most serious type of CORONAVIRUS in a pandemic. The fear factor may be very high within the community and people will want to know what they can do to protect their families. Once a pandemic strikes the emergency services will be overwhelmed or at least stretched to its maximum. An outbreak may cause large absenteeism due to the illness and people trying to protect their family's by keeping them out of the public. In either case the Public School System should be ready to act.

Four: In the event of a pandemic the proximity of the Derby High School and the Irving School to the Griffin Hospital may necessitate the use of the school facilities for patient overflow and treatment. This may force School closure based upon this need. Derby Middle School is also an unidentified shelter for the community.

There may be many other assumptions that can be made in order to assist in the decision process other than the ones listed above.

<https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>

CORONAVIRUS SYMPTOMS

According to the Center for Disease Control (CDC): CORONAVIRUS usually starts suddenly and may include the following symptoms.

- Fever (usually high)
- Headache
- Cough

HOW THE CORONAVIRUS SPREADS

Person-to-person spread

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet)
- Via respiratory droplets produced when an infected person coughs or sneezes.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.

Spread from contact with infected surfaces or objects

It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.

When does spread happen?

- People are thought to be most contagious when they are most symptomatic (the sickest).
- Some spread might be possible before people show symptoms; there have been reports of this with this new coronavirus, but this is not thought to be the main way the virus spreads.

How efficiently does the virus spread?

How easily a virus spreads from person-to-person can vary. Some viruses are highly contagious (spread easily), like measles, while other viruses do not spread as easily. Another factor is whether the spread is sustained.

The virus that causes COVID-19 seems to be spreading easily and sustainably in the community (“community spread”) in some affected geographic areas. Community spread means people have been infected with the virus in an area, including some who are not sure how or where they became infe

There is still more to be learned

COVID-19 is an emerging disease and there is more to learn about its transmissibility, severity, and other features and what will happen in the United States. New information will further inform the [risk assessment](#).

Read the [latest Coronavirus Disease 2019 \(COVID-19\), Wuhan, China situation summary](#).

HABITS FOR GOOD HEALTH

These may help prevent the spread of respiratory illnesses such as the CORONAVIRUS.

Cover your nose and mouth with a tissue when you cough or sneeze – throw the tissue away after you use it

Wash your hands often with soap and water, especially after you cough or sneeze. If you are not near water use an alcohol-based hand cleaner.

Avoid close contact with people who are sick. When you are sick, keep your distance from others to protect them from getting sick too.

If you get the CORONAVIRUS, stay home from work, school and social gatherings. In this way you will help prevent others from catching your illness.

Try not to touch your eyes, nose or mouth. Germs often spread this way.

WHAT TO DO IF YOU GET SICK

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, you should call ahead to a healthcare professional and mention your recent travel or close contact. If you have had close contact with someone showing these symptoms who has recently traveled from this area, you should call ahead to a healthcare professional and mention your close contact and their recent travel. Your healthcare professional will work with your state's public health department and CDC to determine if you need to be tested for COVID-19.n.

WARNING AND ACTIVATION OF THE PANDEMIC PLAN

As soon as possible from the date and time that the proper authority in the city of Derby is advised that a real threat or actual Pandemic has occurred this plan will be activated. The Superintendent of the Derby Public School District or her/his designee will as soon as possible advise the Chairman of the Board of Education, the Mayor's office and the city Emergency Management Director that the plan is being activated and what the intended actions are. Due to the various levels of action that may be implemented it may be as little as getting educational information out to the stakeholders, or activating a security plan within the buildings, managing ill students up to and including the closure of the Derby Public School District if it becomes necessary.

Due to the fact that the managing and complexity of such difficult situations the Coordinator/Liaison will be required to note what the details of plan are at the beginning of the activation, during and after recovery from the incident. It is important that a log of the activity be kept. The log will note such things as what the action was, time, date.

Under the authority of the Superintendent of the Derby Public School District the best attempt to communicate to the stakeholders will be made. This may include brochures, flyers, messages sent directly to parents via the students, radio, television advisement and general emergency announcements.

LINES OF AUTHORITY

It is necessary to identify the lines of authority in regards to any emergency action plan. This plan is intended for the use of the Superintendent of Schools under the authority of the Derby Board of Education.

The lines of authority in case of a pandemic CORONAVIRUS outbreak are:

President, Government of the United States

Governor of the State of Connecticut

Mayor of the City of Derby

Board of Education

Superintendent of Schools for the city of Derby

Any of the above mentioned authorities can close the public schools when it is deemed necessary to protect the students, teachers, staff and the community during a pandemic CORONAVIRUS outbreak or threat that can be mitigated by said closure. Whatever authority closes the Derby Public School District is the same authority that should reopen the schools unless superseded by a higher authority according to the above line of authority.

The above authority will most likely base their decision on the recommendation of the Center for Disease Control (CDC), Connecticut Public Health Department (CPHD) or the Naugatuck Valley Health Department (HVHD) or in the case that there is an identifiable reason for the Superintendent under her/his authority to close school. The statement of authority contained in this document pertains to Pandemic CORONAVIRUS planning of the Derby Public School District only.

REASONS FOR SCHOOL CLOSURE: There are two main reasons that the Derby Public Schools will be closed during the threat of or in the event of an actual Pandemic.

The following reasons for school closure are based upon the Connecticut Association of Public School Superintendents dated May 2006.

First, there could be levels of absenteeism among staff and/or students that make it difficult to achieve the educational mission. The decision to close on this basis is an individual school

decision in conjunction with guidance from the school medical advisor and local health departments. Many schools close if absenteeism is in the range of 30%-40%.

Second, schools could close specifically to slow the spread of CORONAVIRUS. Close contact among many persons in schools make them a center for respiratory disease transmission, including CORONAVIRUS. If school closing for this purpose is to be effective, it should be done early in an epidemic before absenteeism rates climb very much, and in concert with all other schools, many workplaces, and with closing other public gathering places. In addition, to be effective, students and staff must stay apart from each other when they are not in school. A decision for closing for this reason will be made by the Governor. Schools could be closed for several weeks to several months.

HOW WILL EDUCATION CONTINUE DURING SCHOOLS CLOSURE?

At this time we are waiting for guidance from CSDE as to what will be approved as a school day.

At this time we will treat school closures the same way we do for a weather related closing.

INCIDENT COMMAND SYSTEM:

The following is a brief on incident command for educational purposes to help persons who may not normally work within the incident command system or does not have a working knowledge of incident command. A basic understanding of the Incident Command System in the city of Derby is necessary for any successful plan. In the incident command system a line of authority is established early in an event based upon the type of emergency in existence at the time. There are several portions involved in this process. There can be one or more incident command post in the field during any emergency that will be dealing directly with the emergency. There is a commander at each post who will be directing activity directly related to his/her area of responsibility. This commander has complete authority of action unless superseded by higher authority. For instance the commander may be the fire chief at a fire scene or serious accident during rescue. It could be a police officer if it is a crime scene or ongoing criminal act, such as hostage taking or active shooting. A command post will be set up when it is determined that an emergency requires all department heads to be present; usually this occurs in a protracted incident. All supporting units are responsible to report to the incident command post for orders and it is their responsibility to follow the direction of the commander, who may send them to a staging area or use them for direct intervention in the scene depending on the circumstances. The Incident Command Authority may change during an event and the new commander will have control. For instance a fire scene may initially be under the authority of the fire chief but may change once the fire is mitigated to the police or fire marshal dependent upon the necessity to investigate a crime or arson. It is important to understand that there is no independent authority that is authorized to work within the incident without the authorization of the commander at the scene.

STAKEHOLDERS

The following are the primary stakeholders of the plan. Mayor of the City of Derby, Board of Education, Superintendent of Schools, Principals of Derby Schools, School Nurses and Psychologist, Teachers, Staff, Students and Parents, Supervisor of Custodians, School Food Service Director. These are the primary people that should be kept up to date on any planned course of action in regards to Pandemic.

It is also necessary to advise the local Fire and Police departments when activating any emergency plan that will involve emergency services or the potential to utilize emergency services. Further the Director of the Emergency Preparedness Services of the city of Derby should be kept up to date on any changes in the plan because the plan is part of the overall emergency planning for the city of Derby.

COMMITTEE TO OVERSEE PANDEMIC CORONAVIRUS PLAN:

It is in the best interest that a committee to review and accept a Pandemic CORONAVIRUS Plan be formed and kept in place while the plan is valid. The committee should be made up of Stakeholders. The list of Stakeholders on the committee is enclosed in subsection _____.

SHIFTING OF RESPONSIBILITY

It is recognized that in a real emergency that the possibility exist that not all responsible people will be available to conduct there business due to many factors. In order to keep the continuity of the operation in place and active the following is necessary.

It may become necessary if there is an actual Pandemic of CORONAVIRUS that many of the responsible persons for portions of this plan may themselves become incapacitated and require replacement. Consequently it is necessary to have several predetermined replacements for each person. The replacements will be required to know and understand their particular responsibility if and when they become activated. It is in the best interest of the plan to practice this in advance by means of testing the system. The List of lead people in all areas must be maintained and the replacement in order of activation be kept. The coordinators' log will note when these changes occur. The shifting of responsibility is the only means to maintain an efficient plan during the emergency. If it becomes necessary because the predetermined replacements are either used up or cannot be located and there is no predetermined replacement for any individual due to illness then the proper authority who is in charge at the time will appoint someone to the position.

It is extremely important that at all times that the lines of authority be maintained.

COORDINATOR/LIAISON

A Coordinator or Liaison will be appointed by the Superintendent of the Derby Public School District to establish a means of managing this plan.

The responsibilities of the Coordinator/Liaison is to have a thorough knowledge of the plan and develop a means to utilize the plan in the most efficient and productive manner.

Report to the Superintendent all planned action for approval prior to implementing any portion of the plan.

Communicate to all the stakeholders all pertinent information when advised to do so by appropriate authority.

Report to the Director of the Derby Emergency Preparedness any changes in the School Pandemic Plan.

Maintain a copy of the plan and update the plan when necessary with new information.

Maintain and keep an up to date contact lists of all officials and stakeholders who require notification prior to, during and after the Pandemic CORONAVIRUS Plan becomes official.

Monitor the most up to date information via the internet, health department, officials of the city of Derby and all other sources of information in regards to Pandemic CORONAVIRUS threat or break out.

Disseminate educational information in regards to prevention. This portion of the plan can be used at any time to give as much advance notice as possible to the public. For instance the coordinator under the authority of the Superintendent may disseminate educational information at the earliest possible date in order to allow the public to react as soon as possible if a Pandemic is announced. The coordinator should note when this activity occurred as part of the overall plan even if there is no threat or actual Pandemic.

Advise the Superintendent and act as the liaison in the event that all or portions of the plan are activated.

Maintain a log of any activity involving the Pandemic CORONAVIRUS plan prior, during and after the activation of the plan.

Maintain a list of all responsible people in all areas of concern directly related to the Pandemic Plan and all the replacements noted in inverse order with as many contact means as possible listed.

Carry out such other duties that the Superintendent feels are necessary in the successful accomplishment of this policy/plan.

COMMUNICATIONS:

Communication is vital to a successful plan. There are numerous ways to communicate all or portions of the plan. Radio, television, written, Internet, verbal. For the Pandemic CORONAVIRUS Plan the Superintendent of Schools will determine by what means information will be disseminated. The coordinator/liaison will make appropriate recommendations in this regard. The superintendent may decide to communicate advanced prevention and protection information at her discretion. These could include CDC enclosures on facts pertaining to Pandemic, home message and the many other means of communicating to the Stakeholders.

VACCINES FOR CORONAVIRUS

The Students, staff and all personnel of the Derby Public School District should continue in their regular inoculations for yearly protection unless there is a contraindication otherwise. The CDC and local health officials would make this determination based upon their expertise. The Derby Public School District will maintain its present protocols.

In the case of an outbreak of a Pandemic CORONAVIRUS it can be assumed that that vaccines and a manner of distribution will occur once a vaccine is developed. There is no specific antiviral treatment recommended for COVID-19. People with COVID-19 should receive supportive care to help relieve symptoms. For severe cases, treatment should include care to support vital organ functions.

People who think they may have been exposed to COVID-19 should contact their healthcare provider immediately.

See [Interim Guidance for Healthcare Professionals](#) for information on persons under investigation.

The Derby Public School District should do everything in its power to assist in the dissemination of pertinent information in regards to these processes of inoculation when they become aware of them in order to assist students and staff in obtaining the vaccine.

CRISIS RESPONSE TEAM

Each school has a CRT that will be enacted in the event of an outbreak.

ROLE OF SCHOOLS

1. Establish procedures for students and staff who are sick at school or arrive at school sick (symptoms of acute respiratory illness).
2. Perform routine environmental cleaning.
3. Develop strategies for staff and students to use now.

4. Actively encourage sick employees to stay home.
5. Communicate with companies that provide Derby schools with services about the importance of sick employees staying home.
6. Create communication plans for use with the school community.
7. Educate staff and students on the COVID-19 virus.
8. Implement a mandatory handwashing policy with the use of hand sanitizer during the school day.

MEDICAL CONTROL

- Who is in charge of the medical control and protocol in regards to a CORONAVIRUS epidemic? District Physician, School Nurses in consultation with Naugatuck Valley Health Department.

SECURITY

- Lead SSO is in charge of security during the activation of this plan and what their responsibilities are:

FOOD SERVICES:

Food Service Director in consultation with our Business manager will coordinate all food service requests and needs.

CUSTODIAL RESPONSIBILITIES DURING AND AFTER PANDEMIC:

CLEAN UP AND DISINFECTANT PROCEDURES:

Who is responsible to see that additional supplies are available and what will it consist of.

- Business Manager, Facilities Director and Custodial Dept. If contracted out the City and BOE have used Servpro

Who is trained in the proper protocols for Blood borne hazards, infectious disease and who is in charge during the mitigation process.

- Facilities Director and Custodial Dept. If contracted out the City and BOE have used Servpro

How are they activated and how do they document the incident? Notified by Superintendent of Schools.

LEGAL REVIEW:

Legal Review for this Pandemic CORONAVIRUS Plan was completed on: _____.

Legal Counsel conducting review: _____

Address _____

Phone number _____ email address: _____.

CHANGES TO PANDEMIC CORONAVIRUS PLAN:

Section _____ Title _____ Date _____

Change _____

Section _____ Title _____ Date _____

Change _____

Section _____ Title _____ Date _____

Change _____

Section _____ Title _____ Date _____

Change _____

Section _____ Title _____ Date _____

Change _____

Section _____ Title _____ Date _____

Change _____

Section _____ Title _____ Date _____

Change _____

Section _____ Title _____ Date _____

Change _____

LIST OF WEBSITES:

www.pandemicCORONAVIRUS.gov Official government Web Site on pandemic CORONAVIRUS.

www.AvianCORONAVIRUS.gov

www.capss.org Connecticut Association of Public School Superintendents.

www.ed.gov/admin/lead/safety/emergencyplan/crisisplanning.pdf

www.cdc.gov/CORONAVIRUS/school/ Washing and cleansing recommendations.

www.healthykids.us/cleanliness.htm

www.hhs.gov/pandemicfly/plan/sup5html How to care for family members

www.pandemicCORONAVIRUS.gov/planguide/ How to develop a family plan dealing with the CORONAVIRUS.

ENCLOSURES:

Sample Messages for School Officials A outbreak

Sample Message for School Officials B outbreak

World Health Organization (WHO) Pandemic Alert level Graph.

U.S. Dept of Health and Human Services and the Centers for Disease Control and Prevention. Pandemic CORONAVIRUS a planning and guide for educators.

Center for Disease Control (CDC) fact sheet. CORONAVIRUS Symptoms, Protection and What to do if you get sick.

Center for Disease Control (CDC) Questions and Answers: Information for Schools.

Center for Disease and Control (CDC) Fact sheet. Stopping Germs at home, work and school.

Department of Health and Human Services, CDC and Naugatuck Valley Health. Pandemic CORONAVIRUS Planning Checklist for Individuals and Families.

Glossary of Terms

Acronyms