

Operational Services

Administrative Procedure – Cooperative Action Steps for Pandemic Influenza or Other Virus/Disease

Building a strong relationship with the local health department and emergency medical agencies is critical for developing a meaningful Cooperative action plan to address pandemic influenza (flu) or other virus/disease. The key planning activities in this checklist should build upon the Cooperative's existing contingency plans.

The following is a list of important step-by-step actions Cooperative officials should take before a pandemic flu or other virus/disease outbreak. This list needs to be repeated when an outbreak has several cycles or waves.

Prior to Outbreak/Preparedness and Planning Phase

Actor	Action
Executive Director or designee	Identify Pandemic Planning Team to operate as an Executive Director committee that includes one or two administrators and staff members.
Executive Director and NDSEC Board	Identify, modify, and monitor relevant policies that a pandemic may possibly affect, including but not limited to: 1:20, <i>Special Education Cooperative Organization and Operations</i> 2:20, <i>Powers and Duties of Cooperative Boards</i> 2:200, <i>Types of Board Meetings</i> 2:220, <i>Board Meeting Procedure</i> 3:70, <i>Succession of Authority to the Executive Director</i> 4:130, <i>Free and Reduced-Price Food Services</i> 4:180, <i>Pandemic Preparedness; Management; and Recovery</i> 5:35, <i>Compliance with the Fair Labor Standards Act (FLSA)</i> 5:40, <i>Communicable and Chronic Infectious Diseases</i> 5:180, <i>Temporary Illness or Temporary Incapacity</i> 5:185, <i>Family and Medical Leave</i> 5:270, <i>Employment At-Will, Compensation, and Assignment</i> 5:300, <i>Schedules and Employment Year</i> 5:330, <i>Sick Days, Vacation, Holidays, and Leaves</i> 6:20, <i>School Year Calendar and Pay</i> 6:60, <i>Curriculum Content</i> 6:120, <i>Education of Children with Disabilities</i> 6:150, <i>Home and Hospital Instruction</i> 7:70, <i>Attendance and Truancy</i> 7:280, <i>Communicable and Chronic Infectious Disease</i> 8:100, <i>Relations With Other Organizations and Agencies</i>
Executive Director or designee and Pandemic Planning Team	Begin review and use of the following publications: For flu season: School District (K-12) Pandemic Influenza Planning Checklist at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_checklist.pdf For COVID-19: Interim Guidance for Administrators of US K-12 Schools and Child Care Programs at: www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html .

Actor	Action
	<p>Review and ensure a succession of authority plan exists in case Board members, administrators, and/or others are unable to fulfill duties during the pandemic.</p> <p>Work with local health and emergency preparedness officials. They may want to use the schools to disseminate information to families about a crisis.</p> <p>Train employees about FLSA, overtime, and recordkeeping requirements necessary to work during a pandemic while the Cooperative is closed.</p> <p>Open communications with employee unions regarding “wages, hours and terms and conditions of employment” during a pandemic.</p> <p>Address policies for employee absenteeism, identifying critical job functions, plans for alternate coverage, and return-to-work policies as well as disease symptom recognition.</p> <p>Ensure resources for nurses and staff to receive training and personal protective equipment to identify flu or other pandemic disease symptoms. For flu reporting, see 4:180-AP2, <i>Pandemic Influenza Surveillance and Reporting</i>. Remember that a person who is infected does not show symptoms right away, but children becoming ill may show different behavior than usual, such as eating less or being irritable. Knowing the differences between seasonal and pandemic flu is also critical to pandemic preparedness. A fact sheet is available at: www.cdc.gov/flu/pandemic-resources/basics/about.html</p> <p>Train staff to protect themselves from occupational exposure to flu or other disease through workplace <i>social distancing</i> based upon the Occupational Safety and Health Administration’s (OSHA), Guidance on Preparing Workplaces for an Influenza Pandemic, which may be found at: www.osha.gov/pandemic-influenza.</p> <p>Ensure that Standard Surveillance disease recognition procedures are in place and implemented. See 4:180-AP2, <i>Pandemic Influenza Surveillance and Reporting</i>.</p> <p>For flu, encourage the use of simple non-medical ways to reduce the spread of flu by <i>cough and sneeze etiquette</i> and cleansing of hands and work areas. For COVID-19, see the Interim Guidance for Administrators of US K-12 Schools and Child Care Programs, When there is no community transmission (preparedness phase) section at: www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html.</p> <p>Decide to what extent the Cooperative will encourage or require students and staff to stay home when they are mildly ill. Some parents/guardians may need to be more cautious in keeping their students out of school.</p>

Actor	Action
	<p>Identify students who have a greater risk of infection and are most vulnerable to serious illness. Review their health needs and encourage those families to talk with their health care providers.</p> <p>Assess nutritional assistance needs for students who receive free and reduced-price food programs. For more information about providing continuity of meal distribution for students eligible for reimbursable meals, see Q & A #5 at: www.isbe.net/Documents/usda_qa072309.pdf and ISBE's nutrition page specific to managing COVID-19 issues at: www.isbe.net/nutrition.</p> <p>Through consultation with the Regional Office of Education and local authorities, develop strategies for remote learning through collaborative agreements (television or other local cable stations, teleconferencing, electronic instructional resources, etc.). 105 ILCS 5/10-30, added by P.A. 101-643 and see 6:20-AP, <i>Remote and/or Blended Remote Learning Day Plan(s)</i>.</p> <p>Educate staff, students, and parents/guardians about the differences between the various types of flu, other viruses, and/or other diseases, best hygienic practices to prevent them, and what could occur in a pandemic. See Sample Parent Letter #1, Preparation and Planning at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_ltr_preparation.pdf</p> <p>Also see, Preparing for the Flu at: www.cdc.gov/h1n1flu/schools/toolkit/pdf/schoolflutoolkit.pdf and www.dph.illinois.gov/topics-services/diseases-and-conditions/influenza#publications-publications-influenza</p> <p>Review Sections IV and V of School Guidance During an Influenza Pandemic at: www.idph.state.il.us/pandemic_flu/schoolguide.htm.</p>

Outbreak of Flu or Other Virus/Disease

Actor	Action
Executive Director or designee	<p>Depending upon the type of virus/disease:</p> <p>For COVID-19, review the <i>Interim Guidance for Administrators of US K-12 Schools and Child Care Programs</i> at: www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html.</p> <p>For flu, consider issuing Sample Parent Letter #2, First Bird Case at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_ltr_bird.pdf</p> <p>Begin Heightened Surveillance responses. See 4:180-AP2, <i>Pandemic Influenza Surveillance and Reporting</i>.</p> <p>Issue Sample Parent/Guardian Letter #3, Illinois/Regional Cases, informing parents/guardians that some students are sick but schools remain open, include tip sheets and information resource</p>

	list. A sample is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_il_cases.pdf
Pandemic Planning Team	When a confirmed case has entered a school, regardless of community transmission, work with local health department regarding a press release announcing that schools will remain open, if applicable, and advising parents/guardians of their need to prepare. A sample, titled Schools Open is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_media_open.pdf Note: If this sample is used for COVID-19, amend it with those specifics.
Building Principal/Coordinator	Post flu or other virus/disease prevention signs on campuses. See Section V of School Guidance During an Influenza Pandemic at: www.idph.state.il.us/pandemic_flu/schoolguide.htm For COVID-19, see Promoting Behaviors that Reduce Spread subhead in the CDC's Considerations for Schools at: www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html , including a handwashing etiquette example at: www.cdc.gov/handwashing/when-how-handwashing.html .

Expansion of the Outbreak

Actor	Action
Local Health Department	Issue epidemic statement to general public.
Executive Director or designee	For flu, begin Intensive Surveillance responses. See 4:180-AP2, <i>Pandemic Influenza Surveillance and Reporting</i> .

Continued Expansion of the Outbreak

Actor	Action
Local Health Department	Evaluate the need for school closure with local school officials.
Executive Director or designee	In consultation with local health department, emergency management agencies, and Regional Office of Education, close school(s). Issue press release. A sample, titled Schools Closed , is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_media_closed.pdf Note: If this sample is used for COVID-19, amend it with those specifics. Issue Sample Parent Letter #4, School Closure . A sample is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_closures.pdf Note: If this sample is used for COVID-19, amend it with those specifics.
Executive Committee and/or Executive Director	Cancel any non-academic events.

Following the Outbreak

Actor	Action
Local Health Department	Evaluate the advisability of opening school(s) with school officials.
Executive Director or designee	Issue press release that schools are open. Issue Sample Parent Letter #5, Schools Reopen . A sample is at: www.idph.state.il.us/pandemic_flu/school_guide/sppg_reopening.pdf

	Note: If this sample is used for COVID-19, amend it with those specifics.
Pandemic Planning Team	Continue communicating with local health department.
Executive Director or designee	For flu, return to Heightened Surveillance response. See 4:180-AP2, <i>Pandemic Influenza Surveillance and Reporting</i> . Begin checklist again if an outbreak recurs.

Local Health Department:

DuPage County Health Department

111 N County Farm Rd

Wheaton, IL 60187

630-627-1700

<http://www.dupagehealth.org/>**Regional Office of Education:**

DuPage Regional Office of Education

421 N. County Farm Rd

Wheaton, IL 60187

630-407-5800

<https://www.dupageroe.org/>**Emergency Management Agencies:**

Illinois Emergency Management Agency

2200 South Dirksen Parkway

Springfield, IL 62703

IEMA Main Office 217-782-2700

24-hour Response 800-782-7860

<https://www2.illinois.gov/iema/Pages/default.aspx>**Important Resources**

ISBE and IDPH released a publication titled **School Guidance During an Influenza Pandemic**, December 2006 at:

www.idph.state.il.us/pandemic_flu/schoolguide.htm.

The resource is meant to guide and supplement, not replace school districts' or cooperatives' existing plans.

Further information on pandemic flu can be found by calling 1-800-CDC-INFO or at the following websites:

www.cdc.gov/flu/pandemic-resources/index.htm

www.cdc.gov/flu

www.redcross.org

Further information on COVID-19 is subject to continual change. Follow the HHS/CDC and IDPH websites or call 1-800-CDC-INFO.

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