

School District Of Okaloosa County



Pandemic Plan

Revised March 4, 2020

As Okaloosa County's primary Local Educational Agency (LEA), the Okaloosa County School District (OCSD) recognizes that it plays an integral role in protecting the health and safety of its staff, students and their families. A significant component of that role involves preparation, mitigation and response to the spread of infectious respiratory disease. To that end, OCSD has developed this Pandemic Plan based upon checklists provided by the Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) (See appendix 1).

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>). Further information on pandemic influenza can be found at www.pandemicflu.gov.

SECTION 1: PLANNING AND COORDINATION

- I. The OCSD identifies the Florida Department of Health as the agency with the following duties as prescribed by law under Florida Statute 381:
 - a. Administers and enforces laws and rules related to control of communicable diseases;
 - b. Coordinates with federal, state and local officials for the prevention and suppression of communicable diseases;
 - c. Provides for the thorough investigation of communicable diseases, including case identification;
 - d. Manages and coordinates an emergency preparedness and disaster response function to investigate and control the spread of disease;
 - e. Serves as the responsible official State Health Officer (State Surgeon General) for declaring public health emergencies, issuing public health advisories, and ordering isolation or quarantines.The OCSD works in coordination and collaboration with the Florida Department of Health when activating the OCSD Pandemic Response Plan.

- II. OCSD shall establish a pandemic preparedness team involving representation from all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, transportation director and parent representatives). The committee is accountable for articulating strategic priorities and overseeing the development of the OCSD Pandemic Plan.

OKALOOSA COUNTY SCHOOL DISTRICT'S PANDEMIC RESPONSE TEAM

Title	Name	Work	Email
Superintendent	Marcus Chambers	833-3191	chambersm@okaloosaschools.com
Asst. Superintendent - Operations	Steve Horton	850-699-7184	hortons@okaloosaschool.com
Asst. Superintendent - Curriculum	Sheila Lightbourne	833-3124	lightbournes@okaloosaschools.com
Asst. Superintendent – HR	Lee Hale	833-5801	halel@okaloosaschool.com
Director, ESE/Student Services	Heather Willis-Doxsee	833-3164	Heather.willis-doxsee@okaloosaschools.com
Program Director, Student Services	Teri Schroeder	833-3108	Teresa.schroeder@okaloosaschools.com
Program Director, Transportation	Jay McInnis	833-4204	McInnisJ@okaloosaschools.com
Food Services, Field Supervisor	John Tyre	301-3020	TyreJ@okaloosaschools.com
Specialist, Safe Schools	Danny Dean	689-7117	Danny.Dean@okaloosaschools.com
Program Director, Facilities /Custodial Services	Bill Smith	259-3429	smithb@okaloosaschools.com
ESOL Teacher on Special Assignment	Lisa Tucker	833-3107	Lisa.Tucker@okaloosaschools.com
OCSD Mental Health Counselor	Heather Powell		Heather.powell@okaloosaschools.com
OCSD MIS Director	Eric Mitchell	689-7193	Eric.mitchell@okaloosaschools.com
Finance Representative			
Risk Management Representative	Russ Frakes	833-5823	frakesr@Okaloosaschools.com
Instructional Representative	Jordan Appelberg	678-5940	Jordan.appelberg@floridaea.org
OCEA	Greg Butler	678-5940	Greg.butler@floridaea.org
Non-Instructional Representative	Patrick Strong		STRONPH@student.okaloosaschools.com
Aveanna Clinical Coordinator	Bobbie Davis	444-4365	davisb@okaloosaschools.com
Okaloosa County Emergency Response	Darrel Wellborn		dwelborn@myokaloosa.com
Okaloosa EMS	Greg Cain	651-7150	Gcain@myokaloosa.com
Parent Representative			
Dept. of Health - Okaloosa	Carrie Ziegler	833-9240	Carolyn.ziegler@flhealth.giv
Dept. of Health – Okaloosa	Carissa Hickok	833-9240	Carissa.hickok@flhealth.gov
Bridgeway, Inc.	Shannon Brunson	978-2852	Shannon.brunson@bridgeway.org

- III. OCSD will work with the Department of Health in Okaloosa County and Okaloosa County Emergency Management, to create an organizational structure Incident Command System (ICS) for Pandemic incident response. The ICS establishes a line of authority and common terminology and procedures to be followed in response to an incident. The OCSD ICS will include, at a minimum, the Assistant Superintendent – Operations, Student Services Program Director, and Safe Schools Specialist.
- IV. OCSD’s Pandemic Plan shall be coordinated with and in support of the pandemic plans of the Florida Department of Health in Okaloosa County and Okaloosa County Emergency Management and the Florida Department of Education.
- V. At least annually, OCSD will test linkages with the Florida Department of Health in Okaloosa County, Okaloosa County Emergency Management, and the Florida Department of Education’s Incident Command System.
- VI. OCSD will work with the Florida Department of Health in Okaloosa County to develop support mechanisms for surge capacity of healthcare, including psychosocial support services for staff, students and their families during and after a pandemic and other services to meet the needs of the community.
- VII. OCSD shall participate in exercises of the community’s pandemic plan, when practical to do so.
- VIII. Surveillance System – During all stages of a pandemic outbreak, it is essential to monitor and document the number of students and faculty who are absent and meet the definition of the pandemic illness. Keeping track of these numbers will help School District Leadership and the Department of Health in Okaloosa County determine when, and whether to increase surveillance levels or determine the necessity to close schools. OCSD will track absenteeism and alert the Florida Department of Health in Okaloosa County of any substantial increase in absenteeism among students. Schools will follow the School Response to Pandemic Flow Chart (see appendix 4) when notified to do so by the Program Director, Student Services.
 - a. Definition of Surveillance Levels
 - i. Standard Surveillance – No illness activity reported in the community
 1. Monitor daily attendance for increased reports of absence due to specific illness related symptoms
 2. Do not report absences to the Student Services office unless greater than 20% for all absences or 10% for respiratory outbreaks over seasonal baseline.
 - ii. Heightened Surveillance – Specific illness activity reported in the community (10% school absenteeism over seasonal baseline due to specific respiratory illness symptoms)
 1. Monitor daily attendance for illness specific absences
 2. Begin monitoring “symptom check” first hour of school – screen those who report positive for symptoms.
 3. Log absences due to related to specific illness symptoms.
 4. Send weekly absence report via fax (833-3112) to Student Services Office. (see appendix 2)
 5. Sanitize school environment
 - iii. Intensive surveillance – High number of specific illness activity reported in the community (greater than 10% absenteeism over seasonal baseline due to specific respiratory illness symptoms)
 1. Monitor daily attendance and log absences on log sheet.
 2. Continue morning “symptom check.”

3. Send daily absence report via fax (833-3112) to Student Services Office. (see appendix 3)
4. Continue to sanitize school environment.

Schools will be provided with the following information to monitor the illness rate of a potential epidemic:

- Basic surveillance instructions and definitions of surveillance levels
 - Case definition, as provided by the Department of Health in Okaloosa County, to assist in determining whether ill students and / or faculty and staff are suffering from pandemic specific symptoms / illness.
 - Reporting form(s) to submit to the Student Services office (see appendix 2 & 3)
- IX. Drills/Exercise of the OCSD Pandemic Plan will be conducted annually and revisions will be made as necessary.
- X. OCSD will share its Pandemic Preparedness and Response Plan with charter and private schools within the community in order to improve overall response efforts.

SECTION 2: CONTINUITY OF STUDENT LEARNING AND CORE OPERATIONS

- I. The decision to close one or more schools because of a pandemic will be made only after consultation with the Florida Department of Health in Okaloosa County and the Florida Department of Education. In the event that a pandemic event results in school(s) closing, the OCSD will implement procedures to assure continuity of instruction for students:
- a. From home with web-based resources housed in the OCSD ClassLink portal. Teachers may elect to use additional resources to including Google Classroom, Microsoft Teams, Remind and regular email.
 - b. At alternate locations, if appropriate, such as other schools, either during or after regular school hours
 - c. District and school staff will use multiple methods of notification to include website and social media posting, call-outs, and emails to keep parents and students aware of continuing instruction for students
 - d. Every effort will be made to ensure that instruction for students with disabilities will be provided in the most appropriate manner, given the limitations that may exist during a pandemic.
- II. Extracurricular activities may be limited during a pandemic depending on the nature and location of the activity. All extracurricular activities must be approved by the Superintendent or designee during the time that a pandemic has been declared in Okaloosa County.
- III. Ongoing communication with students and parents regarding the pandemic will be accomplished at the District level through regular updates to the website (www.okaloosaschools.com) as well as social media posts, and call-outs. OCSD will also use local print, television, and radio media for outlet of information.
- IV. OCSD Food Services will explore alternatives and plan for provision of meal services to students during school closures due to a pandemic.

- V. OCSD Human Resources department will explore options for alternative employee leave and leave without pay policies during heightened surveillance levels to increase employee compliance with remaining home when experiencing specific symptoms related to the pandemic.

SECTION 3 – INFECTION CONTROL POLICIES AND PROCEDURES

ROLES AND RESPONSIBILITIES

- I. Student Services Program Director (appointed by Superintendent as Pandemic Manager) will communicate with Director of the Department of Health in Okaloosa County and will continue to attend meetings with the Health Department. OCSD will seek guidance directly from the Department of Health with regard to pandemic prevention and mitigation strategies.
- II. Assistant Superintendent of Operations will review, approve and oversee implementation of the Pandemic Plan.
- III. Facilities and Custodial Services Program Director will review cleaning procedures and make recommendations following consultation with Student Services Program Director.
- IV. Transportation Department will identify procedures for cleaning buses and investigate the potential for transporting students to cluster schools.
- V. Food Services Program Director will identify policies for Food Sanitation and Safety that may exist over and above established procedures and communicate to district and school-based Food Service Personnel.
- VI. Student Services Program Director and Safe Schools Specialist will collaborate with Department of Health and County Emergency Management regarding preparation of public service announcements and updates for distribution to school/site administrators and the public at large. Communication will be coordinated through the Assistant Superintendent of Operations.
- VII. School Principals will be responsible for implementing prevention and mitigation strategies within their school building and will coordinate with the Student Services Program Director regarding the roles and responsibilities of existing school staff as well as ancillary staff that may be temporarily assigned or reassigned to the school during a pandemic. Assignment of temporary duties to school personnel will be done within the scope of the employee’s contract or through an emergency MOU between the OCSD and a Collective Bargaining Unit.
- VIII. Under the guidance of the Student Services Program Director and The Department of Health, OCSD Instructional Technology personnel may develop videos to increase awareness of precautions to be taken by students, staff and families in the area of pandemic preparation, with broadcast through schools, social media and local media outlets, if appropriate. OCSD will collaborate with Student Services Program Director to update broadcast information.
- IX. The Student Services Program Director will coordinate with the Assistant Superintendent of Operations to develop press releases as needed to be delivered by the Superintendent of Schools or designee.
- X. OCSD Chief Financial Officer will identify policies and procedures to continue essential functions in Finance, including Payroll.

INFECTION CONTROL BEST PRACTICES AND PROCEDURES

SCHOOL ADMINISTRATORS

- I. Provide staff, students, and parents information provided by Assistant Superintendent of Operations and Program Director, Student Services to keep stakeholders well informed and help them understand their roles in preventing spread respiratory illness.
- II. Review and inform staff and students on best practices for infection control. Information will be provided by the Student Services Program Director in consultation with the Department of Health and may be in the form of informational flyers, posters, and other guidelines that are age appropriate. (See appendix 5-7)
- III. Communicate with Food Services Program Director or designee to determine what adjustments, if any, need to be made regarding food service that may include expanding of feeding times or adding locations of meal service within a school, which could reduce the risk of person-to-person infection. Such decisions will be in cooperation and with the recommendation of the Department of Health.
- IV. Ensure contact information is updated for all staff and students.
- V. Brief key staff on roles and responsibilities to include other administrators, teachers, guidance counselors, office staff and custodial staff.
- VI. Work closely with contracted School Health personnel to ensure that all information regarding student or staff illness related to a pandemic is documented and preserved.
- VII. Sharing of student information involving a pandemic within a school shall be done under the guidance of the Department of Health and in accordance with FERPA and HIPPA. Such information shall be communicated directly from School Health Personnel to the Department of Health as required. To the extent allowed by law, the principal shall be made aware of such information.
- VIII. Procure additional supplies, as needed, to ensure appropriate sanitizing materials are readily available in classrooms and high-traffic common areas. The Facilities and Custodial Services Program Director will coordinate with schools to provide needed supplies on a large scale. When directed, Principals should purchase needed supplies through any available method in order to eliminate delay in providing necessary supplies to the school.
- IX. Identify an isolation area(s) on campus where an individual exhibiting signs of illness consistent with the pandemic can be located until guidance is received from the Student Services Program Director in conjunction with the Department of Health.

SECTION 4 – COMMUNICATION

- I. District and school staff will use multiple methods of notification to include website and social media posting, call-outs, and emails for communication with all stakeholders. These systems will be reviewed, tested and updated regularly.
- II. District English Speakers of Other Languages (ESOL) Teacher on Special Assignment will be a member of the Pandemic Preparedness Team to ensure language and cultural appropriateness in communications within these communities.

- III. Assistant Superintendent of Operations will remain in contact with local media outlets and the Okaloosa County Emergency Response Agency to maintain communication outlets for pandemic status and actions to school district staff, students and families.
- IV. The Program Director of Student Services will maintain up-to-date communications contacts with the Department of Health in Okaloosa County and the Florida Department of Education Student Support Services to provide regular updates as the pandemic unfolds.
- V. Before, during, and after the pandemic, multiple methods of notification to include website and social media posting, call-outs, parent letters and emails will be used to advise district staff, students and families where to find up-to-date and reliable information on the pandemic from federal, state and local public health resources. Information may include, but not limited to, routine infection control practices, pandemic fundamentals such as signs and symptoms of illness, modes of transmission, and personal / family protection and response strategies. (see letter templates in appendix)
- VI. The OCSD Pandemic Preparedness Plan will be posted on the OCSD website for public information and shared as appropriate with community stakeholders.
- VII. The OCSD ICS will anticipate the potential for fear and anxiety of staff, students and families because of rumors and misinformation and plan communications accordingly.

APPENDIX

Appendix 1

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST

Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities (<http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>)). This checklist has been modified by Okaloosa County School District.

Further information on pandemic influenza can be found at www.pandemicflu.gov and cchealth.org

1. PLANNING AND COORDINATION			
Completed	In Progress	Not Started	Item
			Identify the authority responsible for declaring a public health emergency at the state and local levels (Florida Department of Health) and for recommending the activation of the district's pandemic response plan.
			As part of the district's crisis management plan, address pandemic preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
			Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department has and state education department's ICS.
			Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
			Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
			Test the linkages between the district's Incident Command System and the local/state health departments and state education department's Incident Command System.
			Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
			Incorporate into the pandemic plan the requirements of students with special needs (e.g., low-income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
			Participate in exercises of the community's pandemic plan.
			Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. PLANNING AND COORDINATION (can't):			
Completed	In Progress	Not Started	Item
			Review Okaloosa County School District's Health Services' surveillance and reporting system that would alert the local health department to a substantial increase in absenteeism among students.
			Implement an exercise/drill to test your pandemic plan and revise it periodically.
			Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.
2. CONTINUITY OF STUDENT LEARNING AND CORE OPERATIONS:			
			Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
			Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
			Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.
3. INFECTION CONTROL POLICIES AND PROCEDURES:			
			Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of illness at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
			Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
			Establish policies and procedures for students and staff sick leave absences unique to a pandemic (e.g., non-punitive, liberal leave).
			Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
			Establish policies for transporting ill students.
			Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).
4. COMMUNICATIONS PLANNING:			
			Assess readiness to meet communication needs in preparation for a pandemic, including regular review, testing, and updating of communication plans.
			Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
			Ensure language, culture and reading level appropriateness in communications by including ESOL TSA representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within ESOL communities.
			Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
			Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
			Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
			Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
			Disseminate information about the LEA's pandemic preparedness and response plan (e.g., continuity of instruction, community containment measures).
			Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
			Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

Appendix 2

Weekly Pandemic Census

Once a pandemic has been confirmed as present in Okaloosa County, use this form to report weekly to the Okaloosa County School District’s Office of Student Services about the number of students absent with pandemic respiratory illness. (Matches the definition of those symptoms provided by the Student Services Department in collaboration with the Department of Health in Okaloosa County)

Name of School _____

Week Ending _____

Reporting Individual _____

Phone _____

Students

_____ Number of students absent with symptoms of respiratory illness this week

_____ Total number of students enrolled in your school

Staff/Faculty

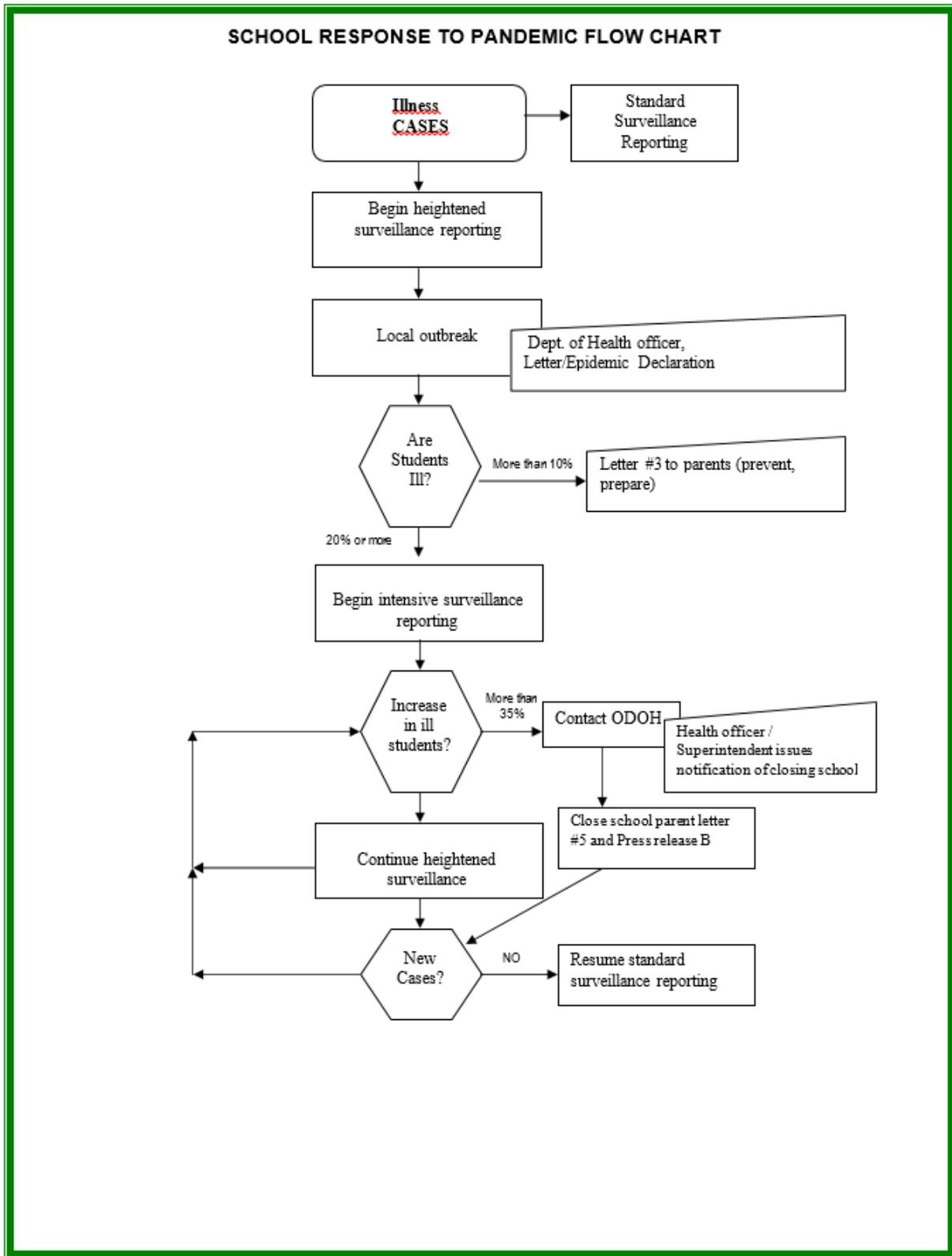
_____ Number of staff/faculty absent with symptoms of respiratory illness this week

_____ Total number of staff/faculty employed in your school

Assistance Needed/Comments:

Fax this form weekly on Friday during the period of heightened surveillance to 850-833-3112

Appendix 4



Prevent RESPIRATORY ILLNESS —it's in your hands!

FloridaHealth.gov



Wash your hands often with soap and water. If you don't have soap and water, use a hand sanitizer that is at least 60% alcohol based.



Clean and disinfect frequently touched surfaces.



Stay home when you're sick, and keep your children home when they're sick.

Cover your mouth and nose with a tissue when you cough or sneeze. If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.



Try not to touch your face with unwashed hands.



Don't touch or shake hands with people who are sick.



Florida Health Office of Communications, 8/18/20

Handwashing and Hand Sanitizer Use at Home, at Play, and Out and About



Germs are everywhere! They can get onto hands and items we touch during daily activities and make you sick. Cleaning hands at key times with soap and water or hand sanitizer is one of the most important steps you can take to avoid getting sick and spreading germs to those around you.

There are important differences between washing hands with soap and water and cleaning them with hand sanitizer. For example, alcohol-based hand sanitizers don't kill ALL types of germs, such as a stomach bug called norovirus, some parasites, and *Clostridium difficile*, which causes severe diarrhea. Hand sanitizers also may not remove harmful chemicals, such as pesticides and heavy metals like lead. Handwashing reduces the amounts of all types of germs, pesticides, and metals on hands. Knowing when to clean your hands and which method to use will give you the best chance of preventing sickness.

When should I use?

Soap and Water

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone who is sick
- Before and after treating a cut or wound
- After using the bathroom, changing diapers, or cleaning up a child who has used the bathroom
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal food or treats, animal cages, or animal waste
- After touching garbage
- If your hands are visibly dirty or greasy

Alcohol-Based Hand Sanitizer

- Before and after visiting a friend or a loved one in a hospital or nursing home, unless the person is sick with *Clostridium difficile* (if so, use soap and water to wash hands).
- If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol, and wash with soap and water as soon as you can.

* Do **NOT** use hand sanitizer if your hands are visibly dirty or greasy: for example, after gardening, playing outdoors, or after fishing or camping (unless a handwashing station is not available). Wash your hands with soap and water instead.



U.S. Department of Health and Human Services
Centers for Disease Control and Prevention

05270631

How should I use?

Soap and Water

- **Wet** your hands with clean running water (warm or cold) and apply soap.
- **Lather** your hands by rubbing them together with the soap.
- **Scrub** all surfaces of your hands, including the palms, backs, fingers, between your fingers, and under your nails. Keep scrubbing for 20 seconds. Need a timer? Hum the “Happy Birthday” song twice.
- **Rinse** your hands under clean, running water.
- **Dry** your hands using a clean towel or air dry them.

Alcohol-Based Hand Sanitizer

Use an alcohol-based hand sanitizer that contains at least 60% alcohol. Supervise young children when they use hand sanitizer to prevent swallowing alcohol, especially in schools and childcare facilities.

- **Apply.** Put enough product on hands to cover all surfaces.
- **Rub** hands together, until hands feel dry. This should take around 20 seconds.

Note: Do not rinse or wipe off the hand sanitizer before it's dry; it may not work as well against germs.



For more information, visit the CDC handwashing website, www.cdc.gov/handwashing.

Appendix 7

TIPS FOR PARENTS COPING WITH PANDEMIC _____

Plan for an extended stay at home during a pandemic.

- ✦ Ask your employer about how business will continue during a pandemic.
- ✦ Ask your employer if you can work from home during a pandemic.
- ✦ Plan for a possible reduction or loss of income, if you are unable to work or your place of employment is closed.
- ✦ Check with your employer or union about leave policies.
- ✦ Plan home learning activities and exercises. Have materials, such as books, on hand.
- ✦ Plan recreational activities that your children can do at home.

Items to have on hand for an extended stay at home:

Examples: Non-perishable foods

- ✦ Ready to eat canned meats, such as fruits, vegetables, soups
- ✦ Protein or fruit bars
- ✦ Dry cereal or granola
- ✦ Peanut butter and jelly
- ✦ Dried fruit, nuts, trail mix
- ✦ Crackers
- ✦ Canned juices
- ✦ Bottled water
- ✦ Canned or jarred baby food
- ✦ Baby formula
- ✦ Pet food

Health and emergency supplies

- ✦ Prescribed medical supplies glucose and blood pressure monitoring
- ✦ Soap and water or alcohol based handwash
- ✦ Medicines for fever, such as acetaminophen (Tylenol) or ibuprofen (Motrin)
- ✦ Thermometer
- ✦ Vitamins
- ✦ Fluids with electrolytes, such as Pedialyte®
- ✦ Flashlight with extra batteries
- ✦ Portable radio with extra batteries
- ✦ Manual can opener
- ✦ Garbage bags
- ✦ Tissues, toilet paper, disposable diapers

If someone in your home develops flu symptoms (fever, cough, muscle aches):

- ✦ Encourage plenty of fluids to drink.
- ✦ Keep the ill person as comfortable as possible. Rest is important.
- ✦ For adults with fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol).
- ✦ Do not use aspirin in children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- ✦ Sponging with tepid (wrist-temperature) water lowers fever only during the period of sponging. Do not sponge with alcohol.
- ✦ Keep tissues and a trash bag for their disposal within reach of the patient.
- ✦ All members of the household should wash their hands frequently.
- ✦ Keep other family members and visitors away from the person who is ill.
- ✦ Contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact the healthcare provider right away.

For more information, call your healthcare provider or visit <http://www.floridahealth.gov/>

Appendix 8

SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS - OUTBREAK

- We know this is an anxious time for our community and our hearts go out to those who are ill. We are working closely with the Department of Health in Okaloosa County to deal with the situation and will keep parents updated with any important information.
- At this time, under the guidance of the Department of Health in Okaloosa County, we believe students can safely attend classes and schools will remain open. Our thoughts are with all of our families and children who are affected.
- If pandemic _____ continues to spread and more students become ill, health and school officials may need to close schools for an extended period of time (for example, up to 6 weeks).
- The purpose of closing schools will be to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection. If schools are closed, children should stay at home.
- We urge parents to plan now for the possibility of schools closing. Arrange day care, and home schooling.
- Parents can help protect their children and prevent the spread of illness as they would colds and the flu by taking the following precautions:
 - Teach your children to wash hands frequently with soap and water for 20 seconds.
 - Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 - Teach your children to stay away from people who are sick and stay home from work or school if you are sick.
- Recommendations may change during the course of a flu pandemic. We will make public announcements through the media and parents can access the school district's website at www.okaloosaschools.com/.
- For more information on pandemic and prevention, visit Florida Department of Health website at www.floridahealth.gov or Centers of Disease Control and Prevention at www.cdc.gov.

Appendix 9

SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS - SCHOOL CLOSURES

- Okaloosa County health and school officials have ordered the closure of schools because of the pandemic _____ outbreak in our county.
- Schools may be closed for an extended period (for example, up to 6 weeks).
- We know this is a difficult time for our community and our hearts go out to those who are ill. We are working closely with health officials to deal with the situation and will keep parents updated with any important information.
- Because pandemic flu is easily spread from person-to-person, it is unsafe for large groups of people to gather and children should stay home. The purpose of closing schools is to decrease contact among children in order to decrease their risk of getting sick and to limit the spread of infection.
- During this time, children and adults should stay away from other people and groups, as much as possible. Health officials also advise people should not gather in other locations such as homes, shopping malls, movie theaters or community centers.
- Parents can help protect their children and prevent the spread of pandemic flu as they would colds and other flu by taking the following precautions:
 - Teach your children to wash hands frequently with soap and water for 20 seconds.
 - Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
 - Teach your children to stay at least three feet from people who are sick and stay home from work or school if you are sick.
- Recommendations may change during the course of a pandemic. We will make public announcements through the media and parents access can the school district's website at www.okaloosaschools.com.
- For more information on pandemic and prevention, visit Florida Department of Health website at www.floridahealth.gov or Centers of Disease Control and Prevention at www.cdc.gov

Parent Notification Letter Templates

Parent Letter #1

Dear Parents,

The health and safety of our students is our top priority, and this letter contains information that will help your family prepare in the event our school district is directly impacted by the Coronavirus. As you likely already know, Governor DeSantis declared a public health emergency for the State of Florida yesterday, March 1, 2020. You can find this Executive Order at <http://www.floridahealth.gov/diseases-and-conditions/COVID-19/index.html> along with much more information on the Coronavirus at www.okaloosaschools.com as it becomes available.

Okaloosa County School District is working hand-in-hand with the Department of Health in Okaloosa County to be prepared if an outbreak of this virus occurs in our area. Our Pandemic Preparedness Team, which consists of District officials along with community health and emergency preparedness officials, are meeting to review and update our district's Pandemic Plan, which will be shared on our OCSD website.

Likewise, our school sites have increased vigilance in making sure that commonly touched areas in the school such as desks and countertops, doorknobs and handles, faucets, hands-on learning items, and computer-keyboards are routinely cleaned in addition to the recommended cleaning practices already in place. Each classroom will have hand sanitizer and all handwashing areas will be monitored for availability of soap and hand towels for appropriate handwashing.

In the meantime, it is imperative that we protect our students and staff against this and any other respiratory illness by following these simple practices recommended by the Centers for Disease Control and Prevention (CDC):

- Keep children who are sick at home. Do not send them to school.
- Teach your children to wash hands often with soap and water for 20 seconds.
- Teach your children to cover coughs and sneezes with tissue or by coughing into the inside of the elbow. Be sure to immediately throw away used tissues into the trashcan.
- Teach your children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are symptom free, including no fever for 24 hours without the use of fever reducing medications.

Enclosed with this letter is a Handwashing and Hand Sanitizer Use fact sheet provided to school districts across the state from the Florida Department of Education and the CDC.

If you have questions, contact your school or your healthcare provider. You can also find a wealth of information on our District website at <https://www.okaloosaschools.com/district/coronavirus>.

Sincerely,

Superintendent

Parent letter # 1 (Spanish)

Estimados padres:

La salud y seguridad de nuestros estudiantes es nuestra principal prioridad, y esta carta contiene información que ayudará a su familia a prepararse en caso de que nuestro distrito escolar se vea directamente afectado por el Coronavirus. Como probablemente ya sepa, el Gobernador DeSantis declaró una emergencia de salud pública para el Estado de Florida ayer, 1 de marzo de 2020. Puede encontrar esta Orden Ejecutiva en <http://www.floridahealth.gov/diseases-and-conditions/COVID-19/index.html> junto con mucha más información sobre el Coronavirus en www.okaloosaschools.com a medida que esté disponible.

El Distrito Escolar del Condado de Okaloosa está trabajando mano a mano con el Departamento de Salud del Condado de Okaloosa para prepararse si ocurre un brote de este virus en nuestra área. Nuestro equipo de preparación para pandemias, que consiste en funcionarios del distrito junto con funcionarios de salud comunitaria y preparación para emergencias, se reúnen para revisar y actualizar el plan de pandemias de nuestro distrito, que se compartirá en nuestro sitio web de OCSD.

Del mismo modo, nuestros sitios escolares han aumentado la vigilancia para asegurarse de que las áreas comúnmente tocadas en la escuela, como escritorios y encimeras, pomos de las puertas y manijas, grifos, artículos de aprendizaje práctico y teclados de computadora se limpien de forma rutinaria, además de las prácticas de limpieza recomendadas. Ya en su lugar. Cada salón tendrá desinfectante para manos y todas las áreas de lavado de manos serán monitoreadas para determinar la disponibilidad de jabón y toallas para el lavado de manos apropiado.

Mientras tanto, es imperativo que protejamos a nuestros estudiantes y al personal contra esta y cualquier otra enfermedad respiratoria siguiendo estas prácticas simples recomendadas por los Centros para el Control y la Prevención de Enfermedades (CDC):

- Mantenga a los niños enfermos en casa. No los envíe a la escuela.
- Enseñe a sus hijos a lavarse las manos con frecuencia con agua y jabón durante 20 segundos.
- Enseñe a sus hijos a cubrirse la tos y los estornudos con pañuelos desechables o tosiendo en el interior del codo. Asegúrese de tirar inmediatamente los pañuelos usados a la basura.
- Enseñe a sus hijos a mantenerse al menos a un metro de distancia de las personas enfermas.
- Las personas enfermas deben quedarse en casa del trabajo o la escuela y evitar a otras personas hasta que estén libres de síntomas, incluida la ausencia de fiebre durante 24 horas sin el uso de medicamentos para reducir la fiebre.

Se adjunta a esta carta una hoja informativa sobre el lavado de manos y el uso de desinfectante de manos que se proporciona a los distritos escolares del estado del Departamento de Educación de Florida y los CDC.

Si tiene preguntas, comuníquese con su escuela o su proveedor de atención médica. También puede encontrar información sobre riqueza en el sitio web de nuestro Distrito en <https://www.okaloosaschools.com/district/coronavirus>.

Atentamente,

Superintendente

Parent Letter #2 Template

Dear Parents,

As expected, the Coronavirus is now in Florida. The Governor has declared a Public Health Emergency in Florida and Okaloosa County School District officials continue to be in full collaboration and cooperation with the Department of Health in Okaloosa County. If this virus were to continue to spread in our state and to our area we will initiate our School District's Pandemic Plan at the recommendation of the Okaloosa Department of Health. This plan can be found on our OCSD website at okaloosaschools.com.

We want to remind you about some ways to protect your family from getting sick as recommended by the Centers for Disease Control and Prevention (CDC):

:

- Keep children who are sick at home. Do not send them to school.
- Teach your children to wash hands a lot with soap and water for 20 seconds.
- Teach your children to cover coughs and sneezes with tissue or by coughing into the inside of the elbow. Be sure to immediately throw away used tissues into the trashcan.
- Teach your children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are symptom free, including no fever for 24 hours without the use of fever reducing medications.

You can find additional information at the Florida Department of Health's website at <http://www.floridahealth.gov/>, the Centers for Disease Control and Prevention at <https://www.cdc.gov/> and finally, any information related to local schools and the school district 's response in collaboration with the Department of Health in Okaloosa can be found at <https://www.okaloosaschools.com/>.

If you have questions, please contact your school or your local health care provider. As always, the health and safety of our students and staff is our top priority.

Sincerely,

Superintendent

Parent Letter #2 (Spanish) Template

Will be provided when completed.

Parent Letter #3 Template

Dear Parents,

This letter is to inform you of an outbreak of _____ in Okaloosa County. It is important for you to know that Okaloosa County School Officials are in full cooperation and collaboration with the Department of Health in Okaloosa County in response to this outbreak.

At this time, the Department of Health in Okaloosa County tells us that students who are NOT ill can safely come to school. Our schools will remain open and we will keep you updated with any important information as it becomes available.

To keep this illness from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will immediately be sent home. In addition to this, The Centers for Disease Control and Prevention (CDC) recommends the following practices to help stop the spread of germs and illnesses:

- Keep children who are sick at home. Do not send them to school.
- Teach your children to wash hands a lot with soap and water for 20 seconds.
- Teach your children to cover coughs and sneezes with tissue or by coughing into the inside of the elbow. Be sure to immediately throw away used tissues into the trashcan.
- Teach your children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are symptom free, including no fever for 24 hours without the use of fever reducing medications.
- Avoid areas where there are large groups of people.

You can find additional information at the Florida Department of Health's website at <http://www.floridahealth.gov/>, the Centers for Disease Control and Prevention at <https://www.cdc.gov/> and finally, any information related to local schools and the school district 's response in collaboration with the Department of Health in Okaloosa can be found at <https://www.okaloosaschools.com/>.

If you have questions, please contact your school or your local health care provider. As always, the health and safety of our students and staff is our top priority.

Sincerely,

Superintendent

Parent Letter #3 (Spanish) Template

Will be provided when completed.

Parent Letter #4 Template

Dear Parents,

We recently informed you about a pandemic outbreak of _____ in our community. Here is some new information.

There are now even more students in _____ school who are ill with _____. The Department of Health in Okaloosa County tells us that students who are NOT ill can continue to attend school and therefore, _____ school will remain open. We will keep you updated with any important information as it becomes available.

To keep this illness from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will immediately be sent home. In addition to this, The Centers for Disease Control and Prevention (CDC) recommends the following practices to help stop the spread of germs and illnesses:

- Keep children who are sick at home. Do not send them to school.
- If some of the people in your home are sick with _____, keep them away from the people who are not sick.
- If some of the people in your home are with _____ and you cannot see a health provider, some things you can do to help them are:
 - Have them drink a lot of liquid (juice, water)
 - Keep the ill person as comfortable as possible. Rest is important.
 - For fever, sore throat and muscle aches, in adults, use ibuprofen (Motrin or Advil) or acetaminophen (Tylenol) as directed on the bottle. DO NOT use aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
 - Keep tissues and a trash bag within reach of the sick person
 - Ensure everyone in the home washes hands frequently
 - Contact your healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, seek medical attention immediately or call 911.

If the _____ continues to spread or more students become ill, Okaloosa County School District will collaborate with the Department of Health in Okaloosa County to consider closing the school(s). The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. It is recommended that you begin planning now for childcare in your home should this become necessary.

You can find additional information at the Florida Department of Health's website at <http://www.floridahealth.gov/>, the Centers for Disease Control and Prevention at <https://www.cdc.gov/> and finally, any information related to local schools and the school district's response in collaboration with the Department of Health in Okaloosa can be found at <https://www.okaloosaschools.com/>.

The health and safety of our students and staff is our top priority.

Sincerely,

Superintendent

Parent Letter #4 (Spanish) Template

Will be provided when completed.

Parent Letter #5 Template

Dear Parents,

The Department of Health in Okaloosa County and the Okaloosa County School District have determined that all schools in Okaloosa County should be closed in response to the outbreak of _____ . All schools are immediately closed until further notice and children should stay home.

Schools may be closed for days or even weeks to reduce contact among children and stop the spread of _____ .

We know that many students and their families are sick, with some being very sick. We know this is a difficult time for our community and our hearts go out to those who are ill.

Because _____ is easily spread from person-to-person, it is not safe for large groups of people to gather. During this time, both children and adults should stay away from other people and groups as much as possible. They should not gather in other locations such as shopping malls, movie theaters or community centers.

We know that it may be hard to get a doctor's appointment, go to a clinic or even be seen in a hospital emergency room. Here are some tips for helping those who are sick with _____ .

- Have them drink a lot of liquid (juice, water)
- Keep the ill person as comfortable as possible. Rest is important.
- For fever, sore throat and muscle aches, in adults, use ibuprofen (Motrin or Advil) or acetaminophen (Tylenol) as directed on the bottle. DO NOT use aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
- Keep tissues and a trash bag within reach of the sick person
- Ensure everyone in the home washes hands frequently
- Contact your healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, seek medical attention immediately or call 911.

For more information, call your healthcare provider or you can find additional information at the Florida Department of Health's website at <http://www.floridahealth.gov/>, the Centers for Disease Control and Prevention at <https://www.cdc.gov/> and finally, any information related to local schools and the school district 's response in collaboration with the Department of Health in Okaloosa can be found at <https://www.okaloosaschools.com/>.

The health and safety of our students and staff is our top priority. We will contact you as soon as we have information about when schools will reopen.

Sincerely,

Superintendent

Parent Letter #5(Spanish) Template

Will be provided when completed.

Parent Letter #6 Template

Dear Parents,

The Florida Department of Health and the Department of Health in Okaloosa County have determined that the _____ pandemic is under control. Our schools will open again on _____. At this time, students may safely return to class.

Even though school is opening, there are still some people who are sick from the _____. Department of Health officials say that pandemic outbreaks sometimes happen in waves. This means more people could become sick again. If this happens, we will continue to monitor the situation and collaborate with the Department of Health in activating of our District's Pandemic Plan, which may include closing schools. We will continue to provide you as much information as possible on our OCSD website at <https://www.okaloosaschools.com/>.

Because _____ can still be spread from person-to-person, please keep children who are sick at home. Do not send them to school. In addition to this, The Centers for Disease Control and Prevention (CDC) recommends the following practices to help stop the spread of germs and illnesses:

- Keep children who are sick at home. Do not send them to school.
- Teach your children to wash hands a lot with soap and water for 20 seconds.
- Teach your children to cover coughs and sneezes with tissue or by coughing into the inside of the elbow. Be sure to immediately throw away used tissues into the trashcan.
- Teach your children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are symptom free, including no fever for 24 hours without the use of fever reducing medications.
- Avoid areas where there are large groups of people.

The health and safety of our students is our top priority and we will continue to work hand-in-hand with the Department of Health in Okaloosa County as our community recovers and returns to normal following this outbreak.

We are looking forward to seeing your child(ren) again!

Sincerely,

Superintendent

Parent Letter #6(Spanish) Template

Will be provided when completed