

6/19/2008

Weld County Re-3J School District Pandemic Crisis Plan  
(Adapted from Ft. Lupton School District)

The superintendent will work with state and local leaders and health officials to determine if a pandemic is occurring in the community. Upon the decision of a pandemic crisis, the district will take the following actions for the Pandemic Crisis Plan (PCP).

A) Before a declaration of pandemic:

The superintendent, or designees thereof, will work with stakeholders in the community to disseminate, discuss and refine the PCP. The superintendent will also be responsible for aligning the PCP with the pandemic preparedness plans of the local community and state department of education and where possible, other local LEAs as well.

All schools will continue to implement a program of infectious disease prevention. This program will include the importance of hand-washing and good cough/sneeze etiquette. Schools will make sure that there are enough infectious disease prevention supplies, such as soap. Information about a possible flu pandemic will also be shared with district parents and other stakeholders through parent communications channels such as the district/building newsletters and Infinite Campus Parent Portal. This information will include details about the PCP as well as home flu prevention tips.

The superintendent will work with administrators to make sure that all staff are aware of the implications of a pandemic situation. District staff will disseminate the PCP and assign different parts of the plan to different staff members. Schools will discuss pandemic preparedness as part of their overall crisis preparedness plans and conduct drills where appropriate. Schools will also test phone-trees and email response rates among staff to find the most accurate and reasonable means of contacting all staff in case of an emergency.

Each school will develop a threshold number of staff and student absences that will send an alarm to the district administration if absences exceed this number. School health officials will coordinate student absence information to provide an early warning to the schools and the community when a pandemic situation may be occurring. The superintendent will use this information in conjunction with other state and community information to decide if a pandemic situation has arisen and the PCP needs to be implemented.

B) The day of the pandemic declaration:

If possible, school will be cancelled before the school day starts. The public will be alerted by all the major news outlets used in declaration of snow

6/19/2008

days. Signs will be posted on all school entrances explaining the reason for school closure and giving contact information for parents and community members. Where possible, the district will set up automatic calling banks alerting parents and community members about the school closure. The district will post announcements on the district website as quickly as possible.

Staff will be alerted as per the snow day calling trees and will be alerted to implement the PCP. Buildings will run with skeleton crews of secretarial and administrative personnel to take any calls from staff, parents or community members. These staff will interact by phone and e-mail and avoid any direct contact as well as follow strict infection control procedures.

If the school day has already begun when the PCP is put into action, schools will end early as per the district emergency early-release protocol. Students will be encouraged to separate as much as possible for the remainder of the day and will be asked to bring all of their textbooks and school supplies home.

#### C) The first day of the PCP:

The school superintendent will make contact with community members and discuss the overall implementation of the community's Pandemic Crisis Plan. This group will include police, firemen, hospitals, the press and business, community and religious leaders.

The Superintendent will be responsible for assigning school administrators to make and keep direct contact with local community members to ensure that the district PCP supplements the crisis plan put into effect by the community. In addition, the superintendent and designees will work with other local LEAs and the Colorado Department of Education to coordinate the PCP. The superintendent will also hold conferences by telephone with parent leaders from the schools.

Each teacher will be assigned as the primary staff contact (PST) for a group of students. At the elementary level, these students will be the teacher's normal class. At the middle and high school levels, students will be assigned to teachers based on advisement/home room periods. Students from homes where languages other than English will be assigned to staff members who speak the students' home language. If necessary, paraprofessionals will be employed during contact times so that every student has a primary staff contact (PST).

On the first day of the PCP, the PSTs will call their students and assess the following:

- The health of all members of the household,
- The family's preparedness for a possible long-term quarantine situation and...

6/19/2008

- The academic resources and needs of the students
- Any special circumstances of the family and students including special needs students and the need for extra food resources based on family income

The PSTs will each report to an administrator, who will work with secretarial staff to compile the information in a database for each school. The superintendent's office will further compile all the school databases into an overall district database.

D) Days 2-3 of the PCP:

PSTs will talk with each student's family daily and will report all changes to administration staff. As much as possible, all staff will work from home. The district will work with the community crisis team to provide recourses as possible where they are needed. Administrators will work with teaching staff to configure long-term instructional strategies.

E) Long term implementation of the PCP:

PSTs will work with administration and each other to coordinate instruction to the highest degree possible. PSTs will work with families to provide individualized instruction to students based on each student's needs. Instruction will take several forms:

- A list of websites and web-based learning projects that families can use
- The "Parent portal" of the district web site will allow parents to see updated progress reports and district information. Teachers can also post lesson plans on the website.
- E-mail and one-on-one phone conversations with students
- Student "Work groups" consisting of small groups of students working by phone or email
- Regularly scheduled conference calls, where possible, between teachers and groups of students
- Packets of assignments and worksheets delivered by mail to students and returned to teachers by mail.
- Daily web logs (blogs) that will allow teachers to communicate with students.
- An increase in online learning opportunities at the high school level through district collaboration with outside online resources.

Administration will continue to work with the state and community to coordinate services for the students and families. To the extent possible, the counseling, food services and other departments of the district will provide services where needed and appropriate. Referrals will be provided through the PSTs to community resources where needed.

6/19/2008

Schools and administration will continue to operate with only absolutely essential staff and whenever possible these staff will be staggered so that the potential of direct person-to-person contact is minimized. Where possible, staff will do all work from home and communicate via email and phone.

F) The End of the PCP:

If the PCP is in use more than 10 days, after the Pandemic situation has been officially lifted, all staff will return to the buildings for one day before the students will be readmitted. During this time, teaching and administrative staff will coordinate to develop a plan to bring students up to par with the regularly scheduled instruction for the school year.

Schools will be responsible for planning any assemblies and counseling sessions as the students return to school.