
Valley School Pandemic/Epidemic Outbreak

Purpose

This procedure guides Valley School staff and students in responding to an emergency situation caused by the pandemic/epidemic outbreak of an infectious disease in the school or surrounding community that may require additional sanitary measures, school closure or evacuation.

Scope

This procedure applies to Valley School District employees, students, parents and visitors.

Procedure

1. PREVENTION/PREPARATION

- 1.1. Provide ongoing instruction to students about preventing the spread of germs, explaining steps that can be taken to minimize surface and air contamination.
 - 1.1.1. Provide time for proper and frequent hand washing (20 seconds with soap and water) after recess, P.E., field trips, using the bathroom, before food preparation and eating, after touching an infected wound or coughing and sneezing into hands.
 - 1.1.1.1. Use of alcohol-based (60%+ alcohol) hand sanitizers or wipes should not replace hand washing but used in addition to washing when possible. Sanitizers may be used after blowing nose, sneezing or coughing into hands as long as there is no visible mucous discharge, or after touching potentially contaminated surfaces (doorknobs, keyboards, etc.).
 - 1.1.2. Teach students to use sanitary personal care methods at all times, such as:
 - (a) Cover mouth and nose with a tissue when sneezing and coughing.
 - (b) Sneeze or cough into elbow instead of hands when a tissue is not readily available.
 - (c) Put used tissues and paper towels immediately in the waste basket.
 - (d) Avoid touching eyes, nose and mouth directly with hands.
 - 1.1.3. Cover skin trauma such as cuts or abrasions with clean, dry bandages to reduce the risk of transferring contaminants from infected wound to surfaces.
- 1.2. Ensure that common surfaces are cleaned and disinfected on a regular basis. Influenza viruses, MRSA and other bacteria are inactivated by bleach, ammonia, alcohol and hydrogen peroxide. Know in advance how to safely use these products

and follow product instructions, hazardous warnings and suggested use of ventilation and protective items.

- 1.3. Ensure the areas you are responsible for maintaining have adequate supplies of tissues, paper towels, cleaning supplies and disinfectant agents.
- 1.4. Be knowledgeable of and follow district guidelines and training for handling and reporting infectious diseases.
- 1.5. Be knowledgeable of emergency procedures and be prepared for building evacuation if necessary. Keep printed copy of current class list, red Emergency Plan binder and emergency kit in a safe, easily-accessible place.

2. RESPONSE

- 2.1. When staff, students or visitors become ill or show symptoms of illness, refer them to school nurse or office staff for care and possible release from school.
- 2.2. Be aware of all state-identified, notifiable communicable diseases/conditions and alert the principal, school nurse or office staff immediately if you become aware that a student or staff member has or may have one of these conditions.
- 2.3. Await further instruction from the principal or Superintendent concerning the need for school closure and/or evacuation. The Superintendent or designee will serve as liaison between school districts, local health officials and county emergency management personnel and provide information and guidance to staff, students and parents or guardians.
- 2.4. If an evacuation is ordered, follow school evacuation procedures and take students out of the building. Make sure you take the current class list and your classroom emergency kit.

3. RECOVERY

- 3.1. Await further direction from the principal or Superintendent concerning resumption of duties during a controlled and/or an extended pandemic/epidemic situation.
- 3.2. With principal, school nurse or office staff, determine when it is safe for students to return to school after an illness.

Supporting Documentation

Infectious Disease Control Guide for School Staff – April 2004; State of Washington Office of Superintendent of Public Instruction and Department of Health

School Pan Flu Preparedness Resource Manual – March 2009; State of Washington Office of Superintendent of Public Instruction

Infectious Diseases in Schools Fact Sheet – Sept. 2009; Washington Department of Health

Occupational Exposure to Bloodborne Pathogens – July 2003; Department of Labor and Industries, Washington Industrial Safety & Health Act

Document History

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