ACTION STEPS FOR PANDEMIC ILLNESS
Updated (March 2020)

The following is a chronological list of step-by-step actions to be taken before, during and after a Pandemic Illness outbreak.

PRIOR TO OUTBREAK - PREPAREDNESS & PLANNING PHASE

● Communicate with Town and Hospital officials and emergency preparedness officials. Schools will be used as a way to disseminate information to families.

● Educate School Staff re: Prevent Spread of Illness:
  ○ Define roles and responsibilities.
  ○ Describe to parent and staff differences between types of illnesses.
  ○ Encourage best hygiene practices to parents, staff, and students.
  ○ Train in illness-symptom recognition.
  ○ Post illness prevention signs in schools.

● Educate Nurses:
  ○ Ensure that standard surveillance/disease recognition procedures are in place and implemented.
  ○ Decide to what extent we will encourage/require students and staff to stay home when ill - Determine the health needs of high-risk students.

● Educate Parents and Students:
  ○ Describe the differences between types of illnesses.
  ○ Encourage best hygiene practices in simple, non-medical ways.
  ○ Encourage clean hands and work areas.
  ○ Post illness prevention signs in schools.

● Educate Custodial Staff:
  ○ Determine whether the schools should be cleaned differently and/or more often.

● Make determinations about any alternative educational opportunities such as Google Classroom, home packets, Internet, etc., if school is closed.

OUTBREAK OF ILLNESS DISEASE

● Begin surveillance of students and staff illness and follow through with reporting procedures required by the Maine CDC.
● Send staff and parent letters about the initial outbreak informing them of the status of school action; include tip sheets and resource lists.
EXPANSION OF THE OUTBREAK

● Maine CDC issues declaration of a pandemic.
● Begin intensive surveillance reporting.
● Send parent letters about expanded outbreak; include prevention tip sheets, etc.
● Work with Town and Hospital leadership regarding a press release about the initial illness outbreak.

CONTINUED EXPANSION OF THE OUTBREAK

● Superintendent declares school closing.
● Superintendent sends communication with parents regarding school closure.
● Superintendent cancels non-academic events.

FOLLOWING THE OUTBREAK

● Maine CDC issues declaration and press release that schools can open.
● Communicate with parents regarding school opening.
● Continue communicating with state officials, and with Town and Hospital leadership regarding school opening.
● Engage in surveillance reporting as required by the Maine CDC.