PANDEMIC PREPAREDNESS

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"There is no doubt there will be another pandemic," Klaus Stohr of the WHO Global Influenza Program said on the sidelines of a regional bird flu meeting in Bangkok, Thailand. "Even with the best case scenario, the most optimistic scenario, the pandemic will cause a public health emergency with estimates which will put the number of deaths in the range of two and seven million," he said.

"The number of people affected will go beyond billions because between 25 percent and 30 percent will fall ill."
How will the Avian Flu be spread?

Feb. 20: A veterinarian doctor puts chickens into a pit for burial at Navapur, in the western Indian state of Maharashtra.

Feb. 21: Chickens for sale in cages are displayed at a market in Kuala Lumpur.
## ALSDE PANDEMIC PREPAREDNESS MATRIX

<table>
<thead>
<tr>
<th>PANDEMIC PHASE</th>
<th>Preparedness/Readiness (Novel Virus Alert)</th>
<th>Level I-Green (Pandemic Alert) (In addition to Preparedness/Readiness)</th>
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| **ASSISTANT STATE SUPERINTENDENT ADMIN & FINANCIAL SERVICES DIVISION** | Student Transportation:  
- Maintain quarterly contact with the Director of Communications for updates on the pandemic.  
- Develop a plan to distribute personal protective equipment (PPE).  
- Develop a plan to monitor periodic cleaning of section work areas.  
- Develop a plan to report suspected and confirmed cases of pandemic influenza to State Superintendent, ADPH and appropriate medical personnel.  
- Identify essential staff and develop contingency plans for operations under prolonged staff shortages or shortages of other resources. | Student Transportation:  
- Maintain monthly contact with the Director of Communications for updates on the pandemic.  
- Post informational posters that promote respiratory hygiene cough/sneeze etiquette within section area.  
- Offer and encourage section staff to receive annual on-site influenza vaccine.  
- Staff training pandemic awareness.  
- Staff training on proper hand hygiene and cough/sneeze etiquette. | Student Transportation:  
- Maintain weekly contact with the Director of Communications for updates on the pandemic.  
- Distribute PPE to section personnel.  
- Implement section work area periodic cleaning plan.  
- Implement the plan for suspected and confirmed cases of pandemic influenza.  
- When directed by the State Superintendent limit or discontinue travel outside of the State of Alabama. | Student Transportation:  
- Maintain daily contact with the Director of Communications for updates on the pandemic.  
- When directed by the State Superintendent inform personnel experiencing signs and symptoms of influenza, or fever to remain at home for 24 hours or released by a physician.  
- When directed by the State Superintendent limit or discontinue travel within the State of Alabama.  
- Distribute surgical masks to section personnel.  
- Notify State Superintendent and ADPH of detected cases of influenza. | Student Transportation:  
- Maintain daily or more frequent contact, via web, dedicated phone line, and/or email, with the Director of Communications for updates on the pandemic.  
- The SDE, with guidance from ADPH, will identify close contacts in the department to a suspect or confirmed case of pandemic influenza. Contacts are defined as those who spent >15 minutes within 3 feet of the case during his/her infectious period (2 days before illness onset to five days after illness onset).  
- When directed by the State Superintendent suspend work from the Gordon Persons Building. |
Preparedness/Readiness

* The Pupil Transportation Director (PTD) will make quarterly contact with the Director of Communications (DOC) for updates on the pandemic. If the PTD is unable to make quarterly contact with the DOC, the responsibility will be shifted to the section secretary. If the section secretary is unable to make quarterly contact with the DOC, the responsibility will be delegated to the licensing secretary.

* Personal protective equipment (PPE) as supplied by the Coordinator of School Health/State Nurse, will be stored in a secured filing cabinet for staff at the Gordon Person’s Building (GPB). Staff members in the field will be provided PPE to be kept in their home offices and/or in their vehicles. Any PPE which is only distributed during higher Pandemic Preparedness Levels (PPL) will be collected by the PTD. If the PTD is unable to collect the PPE, the responsibility will be shifted to the section secretary. If the section secretary is unable to collect the PPE, the responsibility will be delegated to the licensing secretary. If conditions require, and if directed by the State Superintendent, staff members and visitors will be provided PPE to use while in the Gordon Person’s Building.

* Each staff member at the GPB will inspect their work area on a daily basis. Anti-bacterial cleaning cloths and waterless anti-bacterial hand wash will be distributed to each staff member and instructed to use as needed to keep their work area disinfected. Staff will report to the PTD any GPB custodial cleaning concerns.

* Any suspected or confirmed cases of a pandemic will be reported immediately by the PTD to the DOC, State Superintendent, ADPH, and appropriate medical personnel. If the PTD is unable to report suspected/confirmed cases, the responsibility is delegated to the section secretary and the Licensing Secretary respectively.

* Essential staff for Pupil Transportation include the Program Administrator, State Field Specialist, State Field Inspector, Section Secretary, and Licensing Secretary. In the event the program administrator is unable to work, even from home, decision making responsibilities would be made by the State Field Specialist.
**Level I – Green (Pandemic Alert)** (In addition to Preparedness/Readiness)

* The Pupil Transportation Director (PTD) will make **monthly contact** with the Director of Communications (DOC) for updates on the pandemic. If the PTD is unable to make quarterly contact with the DOC, the responsibility will be shifted to the section secretary. If the section secretary is unable to make quarterly contact with the DOC, the responsibility will be delegated to the licensing secretary.

* The section secretary will be responsible for posting **informational flyers/posters** that promote respiratory hygiene cough/sneeze etiquette within the section area. The section secretary will check with local, state, and federal agencies on a monthly basis for informational postings.

* The PTD will contact and encourage section employees as to the times, dates, and locations for **annual influenza vaccines**. If the PTD is unable to carry out this responsibility, the responsibility will shift to the section secretary. If the section secretary is unable to carry out this responsibility, the responsibility will be delegated to the licensing secretary.

**Level II- Yellow- (Pandemic Imminent)** (In addition to Level I)

* The Pupil Transportation Director (PTD) will make **weekly contact** with the Director of Communications (DOC) for updates on the pandemic. If the PTD is unable to make weekly contact with the DOC, the responsibility will be shifted to the section secretary. If the section secretary is unable to make weekly contact with the DOC, the responsibility will be delegated to the licensing secretary.

* PPE distributed during higher Pandemic Preparedness Levels (PPL) will be collected and distributed to staff by the PTD. If the PTD is unable to collect and distribute the PPE, the responsibility will be shifted to the section secretary. If the section secretary is unable to collect and distribute the PPE, the responsibility will be delegated to the licensing secretary.
**Level III-Orange (Pandemic)** (In addition to Level II)

* The Pupil Transportation Director (PTD) will make **daily contact** with the Director of Communications (DOC) for updates on the pandemic. If the PTD is unable to make daily contact with the DOC, the responsibility will be shifted to the section secretary. If the section secretary is unable to make daily contact with the DOC, the responsibility will be delegated to the licensing secretary.
* When directed by the State Superintendent, the PTD will inform personnel experiencing signs and symptoms of the pandemic to **remain at home** for a period of twenty-four hours and/or not to return to duty until released by a physician. If the PTD is unable to make this decision/contact, the responsibility is delegated to the state field specialist. If the state field specialist is unable to make this decision/contact, the responsibility is delegated to the section secretary.
* When directed by the State Superintendent, the PTD will **limit or discontinue travel** within the State of Alabama. If the PTD is unable to make this decision/contact, the responsibility is delegated to the state field specialist. If the state field specialist is unable to make this decision/contact, the responsibility is delegated to the section secretary.

**Level IV-Red (Pandemic)** (In addition to Level III)

* The Pupil Transportation Director (PTD) will make **daily or more frequent contact** via email, dedicated phone line, and/or the world wide web with the Director of Communications (DOC) for updates on the pandemic. If the PTD is unable to make contact with the DOC, the responsibility will be shifted to the section secretary. If the section secretary is unable to make contact with the DOC, the responsibility will be delegated to the licensing secretary.
* The SDE will identify (with assistance from the ADPH) **close contacts** in the department/section to a suspect or confirmed case of the pandemic. Staff identified as having been in contact (15 minutes within three feet of the case during the infectious period) with a confirmed case may be quarantined from the GPB for a period of one to ten days. The work contingency plan for that individual will go into effect. Identification will be the responsibility of the PTD, state field specialist, or the section secretary respectively.
## LEA PANDEMIC PREPAREDNESS MATRIX

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| LEA Transportation Director | Student Transportation:  
- Maintain quarterly contact with the LEA Nurse/Health Officer for updates on the pandemic.  
- Develop a plan to distribute personal protective equipment (PPE).  
- Develop a plan to monitor periodic cleaning of work areas (buses and bus shop).  
- Develop a plan to report suspected and confirmed cases of the pandemic to the LEA Superintendent, local ADPH, and appropriate medical personnel.  
- Identify essential staff and develop contingency plans for operations under prolonged staff shortages or shortages of other resources. | Student Transportation:  
- Maintain monthly contact with the LEA Nurse/Health Officer for updates on the pandemic.  
- Post informational posters that promote respiratory hygiene cough/sneeze etiquette within work area.  
- Offer and encourage staff to receive annual on-site influenza vaccine.  
- Staff training pandemic awareness.  
- Staff training on proper hand hygiene and cough/sneeze etiquette and use of PPE. | Student Transportation:  
- Maintain weekly contact with the LEA Nurse/Health Officer for updates on the pandemic.  
- Distribute PPE to personnel.  
- Implement work area periodic cleaning plan.  
- Implement the plan for suspected and confirmed cases of pandemic influenza.  
- When directed by the LEA Superintendent, limit or discontinue travel outside of the school district. | Student Transportation:  
- Maintain daily contact with the LEA Nurse/Health Officer for updates on the pandemic.  
- When directed by the LEA Superintendent, inform personnel experiencing signs and symptoms of the pandemic to remain at home for 24 hours and/or until released by a physician.  
- When directed by the LEA Superintendent, limit or discontinue travel within the school district.  
- Distribute surgical masks to personnel.  
- Notify LEA Superintendent, local ADPH, and appropriate medical personnel of detected cases of the pandemic. | Student Transportation:  
- Maintain daily or more frequent contact, via web, dedicated phone line, and/or email, with the LEA Nurse/Health Officer for updates on the pandemic.  
- The LEA, with guidance from the local ADPH, will identify close contacts in the department to a suspect or confirmed case of the pandemic. Contacts are defined as those who spent >15 minutes within 3 feet of the case during his/her infectious period (2 days before illness onset to five days after illness onset).  
- When directed by the LEA Superintendent, suspend all transportation and work at the bus shop. |
**Student Transportation Pandemic Preparedness Response Plan**

- Who is in charge if the transportation supervisor becomes ill? Transportation supervisor and shop foreman become ill?
- At what suspicion of illness will a staff member (driver/mechanic) be taken off duty?
- What should bus drivers do should they suspect a student is infected?
- What plan will be incorporated should mechanics become ill?
- What % of mechanics would have to be absent? Could mechanics be “borrowed” from other systems? Would SDE personnel be available?
- Can buses be “borrowed” from other school districts?
- What if driver illness begins to climb? Who could drive should the substitute list be depleted? What % of drivers must be absent before shutting down transportation? Could drivers be “borrowed” from other systems? Could local National Guardsmen be used to drive?
- What if a particular route begins to experience student illness (shut down just that route)?
- Who will be in charge of driver/mechanic pandemic preparedness training?
- When will transportation staff/students be required to wear PPE? What PPE is needed? Where will it be stored? When will it be distributed? Who will distribute it?
- What plan will be implemented to ensure the school bus is cleaned for possible disease? How often will it be cleaned (at what Pandemic Levels)?
- What LEA official will be responsible for keeping in contact with the SDE, ADPH, and/or the CDC?
- Who will make decisions on extracurricular trips outside the school district? Will private transportation companies (charter buses) be allowed by LEA’s? What if a driver on an extracurricular trip becomes ill? Will a backup driver be sent on all extracurricular trips?
- What plans will be in place if a school uses school buses to transport students to other district sites for meals, vocational classes, etc., and drivers are not available?
- Will students be transported to “community” areas for after-school programs (daycares, B&G Clubs, etc.)?
- Should more specific plans be made for high-contact areas (high-contact areas would include places where a lot of poultry farming is done)?
QUESTIONS?