



NEW HAVEN PUBLIC SCHOOLS

Emergency and Disaster Preparedness

Emergencies and Disaster Preparedness Pandemic/Epidemic Emergencies

The Board of Education (Board) recognizes that a pandemic/epidemic outbreak is a serious threat that stands to affect students, staff, and the community as a whole. With this consideration in mind, the Board establishes this policy in the event the town/municipality and/or school district is threatened by a reasonably likely pandemic/epidemic outbreak. At all times the health, safety and welfare of the students shall be of foremost concern along with the health, safety and welfare of the District employees and mindful of the overall health and welfare of the community.

Planning and Coordination

The Director of Public Health Nursing in conjunction with the Director of Health and School Medical Advisor, shall serve as a liaison between the school district and local and state health officials. This designee and the School Medical Advisor are jointly responsible for connecting with health officials to identify local hazards, determine what crisis plans exist in the school district and community, and to establish procedures to account for student well-being and safety during such a crisis. The designee shall work with local health officials and shall keep the Superintendent advised when the risk of a pandemic or an epidemic of a serious illness has materially increased.

The Principals, Wellness Coordinator, and/or school nurse or other designee shall develop a curriculum component to health classes that is designed to teach students about preventing or limiting the spread of communicable diseases.

The District shall purchase and store supplies necessary for an epidemic/pandemic outbreak, including but not limited to disinfectant products, face masks, water, examination gloves, and other supplies as recommended by the school nurse and/or School Health Medical Advisor, the Director of Health for the City of New Haven and the Connecticut Department of Public Health.

The Superintendent shall develop procedures and plans for the transportation of students in the event of an evacuation. Such procedures shall include provisions for students who cannot be transported to home at the time of the evacuation.

Response

In the event anyone within the school is discovered or suspected to have a communicable disease that may result in an epidemic/pandemic, that person shall be immediately quarantined pending further medical examination, as recommended by state and national protocols. Local and state health officials shall be notified immediately.

In conjunction with local and state health officials, the Superintendent shall ascertain whether an evacuation (school closing), lockdown, or shelter-in-place needs to be established. As soon as such a decision has been made, the school district shall notify the parents/guardians of all students.

In the event of an evacuation (school closing), the Superintendent is charged with determining when District schools shall re-open. In the event of a lockdown or shelter-in-place, the Superintendent shall notify all proper authorities and relief agencies to seek their assistance for the duration of the lockdown or shelter-in-place.

Infection Control

Any student or staff member found to be infected with a communicable disease that bears risk of pandemic/epidemic will not be allowed to attend school until medical clearance is provided by that individual's primary care physician or other medical personnel indicating that that person does not bear the risk of transmitting the communicable disease.

Students with excessive absences due to a communicable disease shall be given a reprieve from other Board policies relative to excessive student absences. Efforts will be made by the staff to determine what, if any, schoolwork the student can complete while absent.

Staff members who are forced to miss excessive days of work shall first use any leave entitled to them through the Family and Medical Leave Act and/or accrued sick leave. If a staff member has still not received medical clearance to resume his/her work duties, absences in excess of a staff member's allotted leave be managed through existing contract provisions and will not affect the employee's right to continued employment.

Continuance of Education

The Superintendent shall develop a plan of alternate means of educating students in the event of prolonged school closings and/or extended absences. Such a plan may include, but are not limited to, providing students with assignments via mail or by email, local access cable television, or the school district's website.

The Superintendent, in consultation with the Board of Education, may amend the traditional class schedule and schedule of days. Such a plan may include extending the school day, having school days held on Saturdays if Connecticut statute changes, the use of previously scheduled vacation days, and/or extend the school year beyond the previously established end of school year, within applicable statutory requirements.

(cf. 5141.22 – Communicable/Infectious Diseases)

(cf. 5141.6 – Crisis Management Plan)

(cf. 6114 – Emergencies and Disaster Preparedness)

(cf. 6114.6 – Emergency Closings)

Legal Reference: Connecticut General Statutes

10-154a Professional communications between teacher or nurse and student.

10-207 Duties of medical advisors.

10-209 Records not to be public.

10-210 Notice of disease to be given parent or guardian.

10-221 Boards of education to prescribe rules.

19a-221 Quarantine of certain persons.

52-557b Immunity from liability for emergency medical assistance, first aid or medication by injection. School personnel not required to administer or render.

The Family Educational Rights and Privacy Act of 1974, (FERPA), 20 U.S.C. 1232g, 45 C.F.R. 99.

Pandemic/Epidemic Emergencies

Introduction to Administrative Procedures for Pandemics

A pandemic is a global disease outbreak. A pandemic occurs when a new virus emerges for which people have little or no immunity. The disease spreads easily person-to-person, causes various levels of illness, and can sweep across the country and around the world in a very short time. Although pandemic events are extremely rare, the global mobility of our population and that of other countries raises the possibility of such an event and the school district must plan accordingly.

In consultation with the Connecticut Department of Public Health (DPH), Health District officials and other medical advisors and area school administrators, the following administrative guidelines have been developed. These guidelines need to be reviewed regularly and modified as necessary as additional knowledge and understanding of a pandemic event is expanded.

The purpose of these administrative guidelines is to establish clear information and procedures that should be the core of a coordinated plan in order to plan for, respond to, mitigate, and recover from a possible pandemic event.

Exposure to a Pandemic–Causing Virus

The Centers for Disease Control (CDC) has stated that the coronavirus is most often spread when an infected person comes into close contact with another person, usually through coughing or sneezing of the infected person. It is also believed the coronavirus can be spread from an infected person not showing symptoms. CDC believes symptoms may appear from 2 to 14 days after exposure to the virus. Flu-like symptoms such as cough, fever and difficulty breathing are indicators of exposure. Such symptoms can range from mild to very severe. Therefore, the best prevention, because a vaccine is not available, is to minimize the chances for exposure.

Potential Agents

Any microbial agent may cause an outbreak, but those most likely to be widespread are usually transmitted by food, water, or vectors. These include, but are not limited to:

- Airborne
- Droplet
- Food borne
- Contact
- Waterborne
- Others as defined by the Centers for Disease Control and Prevention (CDC)

It should also be recognized that any of the usual vaccine preventable diseases, many of which can be transmitted through the air or by contact with nasopharyngeal secretions, might suddenly cause outbreaks or epidemics in improperly or poorly vaccinated populations. The most serious of these diseases includes measles, mumps, and polio. Other serious airborne or droplet-borne diseases include Tuberculosis (TB).

Preventative Measures for Schools to Protect Students and Staff

DPH recommends schools consider the following to prevent the spread of influenza and other respiratory viruses:

1. Adhere to existing school health protocols for any staff/student(s) presenting as ill or any staff/student(s) who may have been exposed to a contagious disease. Follow established exclusion recommendations for acute respiratory illness (patients should be fever free for 24 hours without fever reducing medications before returning to school.)
2. Wash hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer with at least 60% alcohol.
3. Provide adequate soap, paper towels and other cleaning supplies in bathrooms and other wash areas.
4. Avoid close contact with people who are sick and encourage families to keep ill students at home.
5. Remind students to cover their mouths and nose with a tissue or sleeve (not hands) when coughing or sneezing.
6. Have custodial staff clean and disinfect frequently touched objects and surfaces according to product directions and their facility's policy.
7. Strongly promote the annual flu shot for all students and staff.
8. Check the CDC website to determine whether students/staff should be permitted to travel on field trips to countries with a high incidence reported of a coronavirus outbreak.

The school district must stay informed, listen to public health messages and implement good public health practices to prevent the spread of respiratory viruses. The local health department should be contacted regarding questions about individuals who have recently traveled to countries with a high incidence of respiratory illnesses.

Concept of Operations

A. Overview

1. The New Haven Health Department will be the lead agency in coordinating the local health and medical response to a pandemic with State, Federal, and local agencies and officials.
2. The New Haven Health Department's response actions will emphasize disease surveillance and investigation, and social distancing measures to reduce the spread of infection, and continually informing and educating the public about the pandemic, the public health response, and steps the public can take to reduce the risks of infection.
3. New Haven Public Schools will maintain increased communications with the

city's Emergency Operation Center (EOC) and the GCHD and will implement those procedures that increase the health and safety of the school community.

4. New Haven Public Schools assumes the following responsibilities:
 - a. Develop capabilities to implement non-medical measures to decrease the spread of disease throughout the school community as guided by the epidemiology of the pandemic and the LHA.
 - b. Develop and implement pandemic preparedness activities and a business continuity plan aimed at maintaining the provision of educational services and limiting the spread of disease throughout the duration of a pandemic.
 - c. Communicate with and educate the school community about approved public health practices and what each person can do to prepare or respond to minimize health risks.

5. Each school within New Haven Public Schools assumes the following responsibilities:
 - a. Develop a response plan that will:
 - Identify chain of command in case of illness with a minimum of 2 backups.
 - Review best practices for respiratory hygiene and universal precautions. Train all school staff, volunteers, and students. Identify and procure needed resources in collaboration with the New Haven Health Department.
 - Review procedures for sending ill individuals home and make adjustments if necessary.
 - Report the number of staff and students absent on a daily basis to the principal and the School Nurse.
 - Document actions taken.
 - Update staff and provide information on extent of infection at school site and potential changes that might take place at school.

6. Develop a recovery plan that provides for education support and emotional support for staff and students.

School District Emergency Response

In the event of a declared pandemic, a system shall be used with guidelines to provide interventions and activities in which the district shall engage. These activities involve areas such as communication with parents and students, field trips and other school activities, school closings or modified school schedules, school access and instructional issues. Although it is important that staff be trained in and employ these procedures, it must also be understood that the administration may need to make changes on a case by case basis as new information or events rapidly evolve.

It is important that all plans be coordinated and aligned as much as possible with neighboring school districts, appropriate emergency medical services, public health, mental health, law enforcement, fire department and emergency management representatives.

In terms of the difficult decision to close schools, two main reasons exist for this action:

1. In the event where an increase in school absenteeism is noted between either or both students and staff, reporting to the School Medical Advisor and the local health department shall be communicated by the school nurse on a regularly scheduled basis.
 - a. Such communication will be made by the school nurse when observed illnesses or absences for respiratory, gastrointestinal or vaccine preventable illnesses are deemed to be excessive.
 - b. Reporting shall include influenza-like illness with symptoms of fever greater than 100 degrees F, AND sore throat or cough to the local health department and School Medical Advisor weekly during an outbreak.
 - c. Depending on illness or exposure, social distancing measures may be instituted including school closures.
2. There could be levels of absenteeism among staff and/or students that make it difficult to achieve the education mission of the school. The decision to close on this basis is an individual district decision made in conjunction with the Board of Education, the School Medical Advisor and the local health department. District schools may be closed if absenteeism is in the range of 30% to 40%.
3. Schools could close specifically to slow the spread of influenza. Close contact among many persons in schools make them a center for respiratory disease transmission. If school closing for this purpose is to be effective, it should be done early in an epidemic before absenteeism rates climb very high and in concert with other schools and agencies and upon the advice of the Connecticut Department of Education and/or the Connecticut Department of Public Health.
4. In addition, to be effective, students and staff must stay apart from each other when they are not in school. A decision for school closing for this reason is

usually made under advice or command from state agencies or the local health department. The length of school closing shall be made under guidance from these agencies and can vary from several days to several weeks. Superintendents in the neighboring districts will work together to make decisions on how each school's closing impacts the other schools, in terms of transportation, childcare, instruction, and family issues.

As new issues develop, the **incident coordination system** would be implemented and would involve the **Four Response Levels** contained within the District's crisis management plan. Districts will rely heavily on the advice of the local health district which, in turn, would be in communication with the State Department of Health. In addition, as stated previously, every effort would be made to closely coordinate and align these interventions with the neighboring school districts and communication among the Superintendents would be frequent and ongoing.

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Pandemic Response Plan Contacts

Incident Coordinator	Superintendent
Building Operations	Principals School Nurses School Based Health Center Staff (where applicable)
Planning/Information	Director of Health School Health Medical Advisor Director of Public Health Nursing School Based Health Center Director
Logistics	Principals Department Heads Administrative/Clerical Staff
Finance/Administration	School Business Affairs Coordinator

Commissioner, Dept. of Public Health
Deidre S. Gifford, MD, MPH
860-509-7101

State Police, Troop I - Bethany
(800) 956-8818/(203) 393-4200

City of New Haven Police Department
Chief Otoniel Reyes
203-946-6316

City of New Haven Fire Department
Chief John Alston
203-946-6232

City of New Haven Health Department
Maritza Bond, MPH
Director of Health
203-946-6999

District School Nursing Staff
Jennifer Allis Vazquez, DNP
Director of Public Health Nursing
203-946-7301

School Health Medical Advisor
Vijay Sikand, MD

Communications

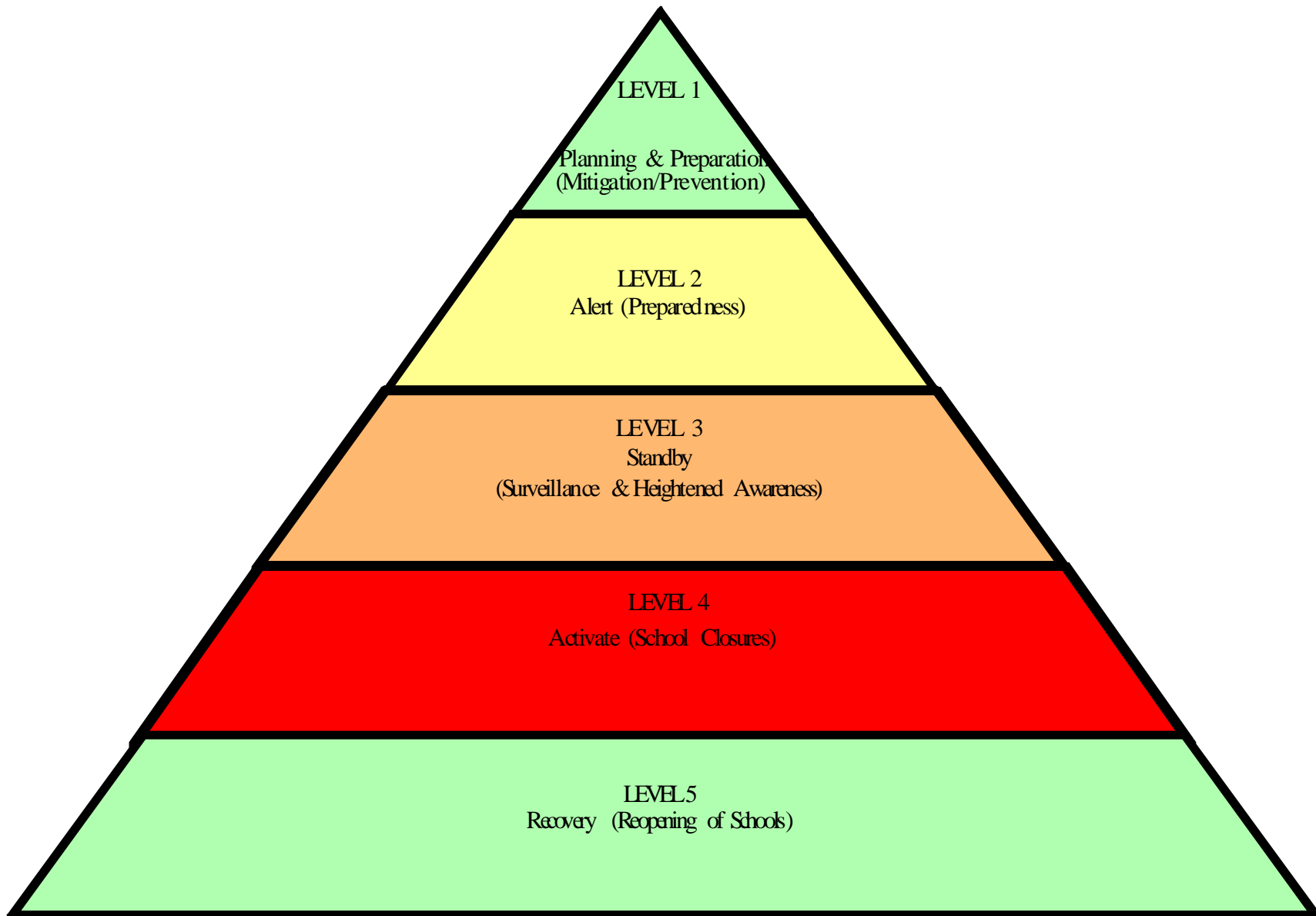
Media communication would normally be handled through the Superintendent's office. The District would communicate to the public via its website, through press releases, written notices/factsheets, and the School Notification System.

Surveillance Protocols

During a pandemic, the Connecticut Department of Public Health will be monitoring hospital admissions, emergency department visits, deaths and, potentially, school and workplace absenteeism. The District will monitor student and staff absenteeism through its attendance module and report to the New Haven Health Department and the State, as appropriate.

In addition, when directed by the administration, the school secretaries will initiate procedures for screening calls to the school related to student absences (see form A). Based on the results of these questions, the information may be forwarded to the Lead School Nurse for additional questioning. Once initiated, this information will be collected daily and copies sent to the Superintendent.

Action Plan Levels for a Pandemic or Other Public Health Emergency



LEVEL 1 – Planning & Preparation (Mitigation and Prevention)

Trigger: Health officials are concerned that various strains of influenza or a virus (e.g., Coronavirus, Avian- H5N1, Swine-H1N1, etc.) can mutate and cause a global/local pandemic.

Goals: Schools are prepared as well as they can be for a pandemic. The plan fits within each school's crisis management plan. Staff, students, and parents are well informed and understand their roles in preventing general influenza or virus spread.

GETTING STARTED

- Identify and purchase resources for immediate and long-term use, e.g., tissues, first aid kits, masks, etc.
- Review cleaning policies, practices, and supplies for revisions and needed staff development.
- Develop and print hand washing and influenza screening posters for school and department use.

LEVEL 2 – Alert (Preparedness)

Trigger: The Center for Disease Control and Prevention (CDC) reports cases of human-to- human transmission of influenza or a virus within the United States.

Goals: Awareness and precautionary measures in schools, departments and District community.

PREPAREDNESS

- Notify principals, staff and families regarding pandemic status and implications.
- Direct schools to review procedures for enhancing surveillance of student/faculty/staff absenteeism.
- Follow precautionary measures.
- Identify an isolation room if necessary.
- Ensure that first aid kits are fully stocked.
- Cleaning procedures will follow industry standards and the use of antimicrobial products.
- Participate in communications with local and county officials.
- Encourage parents, students and staff to make/finalize plans for lengthy release of students.
- Place updates on district web site as needed.
- Prepare for standby status.

LEVEL 3 – Standby (Initiate Surveillance and Heightened Awareness)

Trigger: City of New Haven Health Department notifies the district warning of suspected/confirmed cases(s) of influenza or virus within the state of Connecticut.

Goals: Initiate surveillance of staff and students to assist the City of New Haven Health Department in close monitoring of influenza or virus like incidents.



INITIATE SURVEILLANCE and HEIGHTENED AWARENESS

Surveillance refers to identifying and reporting to City of New Haven Health Department influenza/virus-like symptoms and increased absenteeism observed at the school and department levels to assist in capturing patterns and areas of concern.

- Notify principals, staff and families regarding pandemic status and implications and to begin enhanced surveillance.
- Facilitate communications to families and staff.
- Complete and submit daily the Attendance Form/Symptoms Checklist to the School Nurse. The School Nurse will provide this document to the City of New Haven Health Department.
- Educate staff, students and parents regarding infection control practices.
- Identify after school and co-curricular activities that may merit cancelation pending guidance from the City of New Haven Health Department.
- Consider dismissing students pending guidance from the City of New Haven Health Department.
- Have resources and communication in place to dismiss students and employees.

LEVEL 4 – Implement Full Activation of the Response Plan (School Closures)

Trigger: Superintendent or designee in collaboration with the City of New Haven Health Department directs the closing of schools during a pandemic.

Goals: Schools close as directed by the City of Appleton Health Department, superintendent, and building principals. Students, staff and parents are informed via Board of Education communication and local media sources, understand their roles and responsibilities, and have confidence in their school's preparedness. Plan for continuing educational opportunities is implemented.

CLOSING SCHOOLS

The City of New Haven Health Department will determine the length of time a school will be closed. New Haven Public Schools will utilize communication resources to keep families informed on the length of school closing.

- Develop strategies for students to continue course work. Parents/students will be kept informed through the AASD web site for assignment/activity information.
- Post signage on school entrance(s) indicating school closure. Buildings will be locked down and will not be accessible to students or staff.
- The City of New Haven Health Department will collaborate on mass vaccination site dates, times and locations pending vaccine availability.



Level 5 – Recovery (Reopening of Schools)

Trigger: City of New Haven Health Department and the State of Connecticut Department of Public Health notifies the district that the pandemic has been abated and schools can be reopened.

Goals: Schools/departments ensure continuing wellbeing of staff and students, and education services are fully restored.

GETTING BACK TO BUSINESS AS USUAL

- Notify principals, staff and families regarding pandemic status and implications.
- Implement disinfection procedures for all school buildings.
- Phase in reopening, with staff returning prior to students.
- Identify curriculum needs to be addressed due to school closures and create plans for completing necessary instruction.
- Assess impact of pandemic.
- Debrief on lessons learned.
- Work with the community to maximize resources.



CORONAVIRUS RESPONSE LEVELS

LEVEL 1 – NO COMMUNITY TRANSMISSION

First Coronavirus case reported in country. No reported cases in local community. School community (employees, students, parents) are encouraged to take temperature regularly as recommended by the school nurse. If temperature is 100°F or 37.7°C or greater, please stay home. School hours will remain on regular schedule.

Communication: Share information about the steps the school is taking to prepare. Information on how to prevent illness will be shared with parents and the school community through the website, fact sheets, newsletters, and the telephone alert system. The Director of Health, Director of Public Health Nursing and Superintendent of Schools will collaborate on messaging.

Develop, print and post signage on topics such as hand hygiene, physical distancing, and techniques to manage disease transmission as well as signage to guide traffic flow and close contact among students and staff.

School Access: Access to school grounds per normal school policy. Schools operating up to 100% capacity, students/staff with underlying medical conditions should consider restrictions and blended/remote learning. Cohorting of students encouraged, particularly in younger grades, restrictions on congregating.

Educational Delivery: Regular school programming. Daily homework provided by teachers for any student who stays at home and is healthy enough.

Extracurricular Program: All regularly scheduled activities allowed.

Community Gatherings/Events/Field Trips/Travel: Field trips allowed, as per normal school policy. (restrict field trips to countries with identified outbreak of coronavirus)

Personnel: Normal working conditions. All school employees returning from affected areas have their health monitored for 14 days.

Emergency Care: Contact physician if temperature is over 100°F or 37.7°C. Nurses implement steps to minimize potential influenza outbreak through education/information such as encouragement of handwashing. Nurse staff also stockpile personal protective supplies as appropriate, (e.g., masks, gloves, alcohol, hygienic soap, etc.)

Health Considerations: All staff and students should be taught proper cough/sneeze etiquette and hand hygiene. Encourage staff and students to remain at home when sick. Students showing signs of illness should be separated from well students and staff until they can be dismissed. Plan for an isolation area for students and staff who exhibit signs of illness.

School Provided Transportation: Bus transportation can operate with no restrictions up to full status with mask requirements and loading/unloading restrictions.



Social Distancing: Ensure that school administrators have a clear understanding of all upcoming gatherings, events (assemblies, field days, athletic events). Give special consideration to events that might have members of other communities with identified cases of COVID-19 in the school environment.

School Operations/Cafeteria: Normal cleaning and maintenance. Continual disinfecting by cleaning personnel. Review food handling procedures with staff.

LEVEL 2 - MODERATE COMMUNITY TRANSMISSION

If the Director of Health confirms multiple cases of COVID-19 in the community, the New Haven Public Schools will implement strategies to prevent the spread of COVID-19 within schools. Planning must be in collaboration with the New Haven Health Department.

Social Distancing

Students, staff and families should be taught to maintain social distancing of at least six feet when possible. Student desks and workspaces should be arranged to maximize the distance between students. Desks should all face in one direction to minimize the risk of transmission from virus causing droplets.

Minimize the need to have multiple students sharing high touch materials to the extent possible. Plan in advance by determining if additional supplies are necessary.

Communication

Periodic updates will be made by the Superintendent to the community on status of pandemic flu/respiratory illness in country and impact on school program. In-class instruction to ensure students understand protocol and proper hygiene.

Communication with parents will encourage those that have students with a cough, fever of 100°F or 37.7°C or greater, or shortness of breath to remain home until cleared by their physician or as per protocol from the local Health District officials, Department of Public Health or CDC.

Data Collection:

The Public Health Nurses in schools, in collaboration with the Department of Health, will collect and review daily attendance information to identify patterns of illness and/or potential cases of Coronavirus. All School Based Health Center staff will report probable/suspected/confirmed cases of Coronavirus to the Department of Health.

School Access: Nonessential visitors will be limited. When visitors must enter the school, it will be by appointment only. Any visitor with a cough or temperature over 100°F or 37.7°C will not be allowed to access the school.

Educational Delivery: Regular school program. Daily homework will be provided by email to students ill at home for more than 3 consecutive days and well enough to complete the work.



Co-curricular Program: All scheduled co-curricular programs allowed.

Community Gatherings/Events/Field Trips/Travel: All events will be reviewed. Events may be cancelled for risk exposure on a case by case basis. Federal, state and local guidance on group sizes will be followed.

Personnel: Normal working conditions. Staff are advised to stay home if symptomatic.

School Provided Transportation: Bus transportation can operate with seating and spacing restrictions, mask requirements, and loading/unloading restrictions. Bus passengers should be spaced with family members sitting together and nonfamily members should be spaced 6 feet apart utilizing alternate diagonal seating. Passengers will be required to wear a face mask or cloth face covering that completely covers the nose and mouth during transit. The rider's face covering must be in place prior to boarding the bus and must be kept in place until they are completely off the bus. Students should load into the bus from the back row to the front and then unload the bus in a controlled manner from front to back. This will reduce the number of people passengers pass as they get on or off the bus and will prevent crowding in the center aisle during unloading.

Schools should assess if a bus monitor is needed to enforce those protocols.

Back up masks should be available for any student who do not have one.

Cleaning and sanitizing of all vehicles should be increased and logs of cleaning kept.

School Operations/Cafeteria: All Food Service workers must wear gloves. Continual disinfecting throughout the day. Full disinfection every three days.

Emergency Care: School Nurse in concert with the New Haven Health Department will determine whether individual who has recovered from COVID-19 or similar symptoms can return to school. If temperature is over 100°F or 37.7°C, individual must go home ASAP.

Health Considerations: All staff and students should be taught proper cough/sneeze etiquette and hand hygiene. Encourage staff and students to remain at home when sick. Students showing signs of illness should be separated from well students and staff until they can be dismissed. Plan for an isolation area for students and staff who exhibit signs of illness.

Containment Plan: If an individual has signs or symptoms of COVID-19, there is a known exposure, or a member of the school community has a confirmed diagnosis of COVID-19, the containment plan will be implemented.

- a. The school nurse will be notified immediately.
- b. The school nurse will coordinate with the New Haven Health Department.
- c. School administration should be ready to comply with requests for information to assist with contact tracing.



LEVEL 3 – SUBSTANTIAL COMMUNITY TRANSMISSION

Increased spread of pandemic flu/respiratory illness in town with transfers in public places. School community (employees, students, parents) are strongly encouraged to take temperature daily. If temperature is 100°F or 37.7°C or greater, students or staff **MUST** stay at home.

Social Distancing:

Communication:

Planning: The Superintendent will coordinate with the Director of Health. The Director of Health will provide guidance to the Superintendent on steps to take to minimize risk. Extended school dismissals will be considered.

Community Gatherings/Events/Field Trips/Travel: All extracurricular group activities, after school programs and large events (graduations, assemblies, athletic events) as well as special events, field trips, travel, etc. should be cancelled during periods of extended school dismissals.

STRICT CARE TAKEN TO MAINTAIN CONFIDENTIALITY PROTOCOLS.

Daily classroom instruction to explain situation and to emphasize proper hygiene.

School Access: Visitors must report to nurse to assess temperature. Anyone with temperature 100°F or 37.7°C or greater will not be admitted.

Educational Delivery: School hours will remain on regular schedule but after school programming/activities will be canceled on a case by case basis in consultation with medical and health department officials. Work will be provided to students ill at home for more than 3 consecutive days via email. Instruction to parents via email for students to access lessons and assignment via computer.

Teachers healthy enough to do so will maintain weekly contact with students via email for academic reflection.

Co-curricular Program: Co-curricular programs are suspended on a case by case basis. Large gatherings are discouraged and may be canceled by the administration as necessary and in consultation with the health officials.

Personnel: All faculty and staff report to work after assessing temperature at home. Incident Command Team meets to determine how best to continue school operation.

Emergency Care: School Nurse determines if individual who has recovered from flu/respiratory illness can return to school. If temperature is 100°F or 37.7°C or greater, individual must go home.

School Provided Transportation: All bus routes run as usual. Bus access may be denied for those with temperature over 100°F or 37.7°C. Bus service may be discontinued at this level.



School Operations/Cafeteria: Some form of Food Services in place for staff and students who are attending school. Continual disinfecting throughout the day.

REOPENING SCHOOLS AFTER WIDESPREAD COVID-19 ACTIVITY/CLOSURES

1. NHPS will gather information from families prior to reopening. Collect information from families to properly plan for resuming classes. For example, assess whether some families will choose to continue with remote learning, and, if so, how that may affect facilities and operations planning.
 - a. Consistent with the applicable laws and school policies, offer options for school and work to staff and students with special healthcare needs (e.g., remote learning options, alternate or modified job responsibilities).
2. Educate staff and families about the importance of staying home when sick. This will be especially important when experiencing influenza or COVID-19 like illness symptoms (fever, cough, chills, shortness of breath, sore throat, body aches, new loss of taste/smell).
 - a. Instruct staff and students (or their parents and guardians) to perform a self-assessment prior to leaving for school to identify fever and other possible COVID-19 symptoms.
 - b. Include a checklist or web-based application such as Connecticut's "How We Feel" App.
 - c. The Equal Employment Opportunity Commission (EEOC) has provided guidance that confirms that, during a pandemic, it is permissible to ask employees if they are experiencing symptoms of the pandemic virus (fever, cough, chills, shortness of breath, sore throat, body aches, new loss of taste/smell). Employers must maintain all information about employee as a confidential medical record.
3. In accordance with Connecticut State guidance, the School Nurse shall be appointed as the COVID-19 Health and Safety Compliance Liaison. This person will be responsible for engaging with students, parents, faculty, staff, and administrators to answer questions or concerns about health and safety requirements regarding COVID-19 concerns. All school staff and families will be provided with contact information for this designee. An administrator may serve as a co-liaison in order to address issues of compliance.
 - a. Ensure every school building has a health office with running water.
 - b. Ensure that, in collaboration with the NHHD, the layout of the health office has been reviewed.
 - c. Identify a separate isolation room in every school building.
 - d. A separate bathroom near the isolation room (preferably single staff) will be identified.
4. Continue to follow consistent protocols for information reporting. School nurses, school administrators and Health Department Staff (Director of Health and Director of Public Health Nursing) will track and report data/trends.
5. Identify and purchase resources for immediate and long-term use (e.g., tissues, first aid kits, masks, and clear barriers in places of high face-to-face contact etc.). See Hazard Response Checklists, Protocols & Recommendations for lists of recommended protections.



6. Implement disinfection protocols for all school buildings and provide training to staff about cleaning/disinfecting. Reference the NHPS Cleaning Protocol which sets out EPA approved cleaners, dwell times and schedules/surfaces for routine disinfection.
 - a. Perform any necessary deep cleaning that may help prepare the building for students and staff to return to the building.
7. Evaluate the need for any new posters and signage. Ensure that all signage is accessible to students with disabilities and in languages appropriate with the school population.
 - a. Place signs near sinks to remind staff and students to wash hands before and after using the restroom.
8. Ensure communication with the school community (staff, families, and students) about new policies and/or protocols prior to reopening, any time there is a significant policy change.
 - a. NHPS and NHHD will prepare parent messaging and communication about return to school.
 - b. NHHD/School Nurses will send additional communication about outstanding grade level requirements.
 - c. Inform families of how any updates or changes to policies and/or schedules will be communicated.
 - d. NHPS will leverage multiple communication methods (mail, email, phone calls, text messages, social media, Health Department and NHPS websites) to ensure all families receive important updates in a timely manner.
 - e. NHPS will make communication plans available in relevant languages of families in the community as well as those with visual and/or hearing impairments.
9. Prepare training materials for school staff about protocols, face covering use/care; school set up/traffic flow, bathroom use, hand hygiene, cleaning/disinfecting of surfaces, response plan, use and disposal of PPE, and other pertinent information on how to protect the school community.
 - a. Plan in-person or online training sessions that include physical distancing, cleaning protocols; and hygiene practices. Require attendance by all students and staff.
 - b. Make training available to interested families. Consider repeating this training during the first months that school reopens, and as needed.
 - c. Ensure training is provided to substitutes or others who may enter the school outside of the first day or typical calendar start.
10. Consider operations plans that address physical distancing between students and staff and other safety measures.
 - a. NHPS Facilities staff will review that all water and ventilation systems are safe to use after any prolonged shut down.
 - b. Plan to inspect building systems regularly to ensure that ventilation systems are operating properly. This includes preventive maintenance, remediation (including filter replacements), and repairs before opening and promptly when needed.
 - c. Enable no-touch usage of items such as doors, trashcans, and bathroom fixtures where possible.
 - d. Maximize use of disposable towels in lieu of hand dryers, due to ventilation considerations. Turn off and avoid use of hand dryers.



NEW HAVEN PUBLIC SCHOOLS

- e. Continue to limit or restrict nonessential volunteers and visitors, and activities held in school buildings such as assemblies and large gatherings.
- f. Ensure there are clear policies on essential building access for parents. Consider virtual meetings when possible.



PANDEMIC INFLUENZA RESPONSE LEVELS

LEVEL 1- LOW RISK SITUATION

First pandemic flu case reported in country. No reported cases in local community. School community (employees, students, parents) are encouraged to take temperature regularly as recommended by the school nurse. If temperature is 100°F or 37.7°C or greater, please stay home.

School hours will remain on regular schedule.

Communication: (All pandemic information from W.H.O., CDC/State/Superintendent only). Preventative information will be shared with parents and the school community through the website, fact sheets, newsletters, and the telephone alert system.

School Access: Access to school grounds per normal school policy.

Educational Delivery: Regular school programming. Daily homework provided by teachers for any student who stays at home and is healthy enough.

Co-curricular Program: All regularly scheduled activities allowed.

Community Gatherings/Events/Field Trips/Travel: Field trips allowed, as per normal school policy. (restrict field trips to countries with identified outbreak of coronavirus)

Personnel: Normal working conditions. All school employees returning from affected areas have their health monitored for 14 days.

Emergency Care: Contact physician if temperature is over 100°F or 37.7°C. Nurses implement steps to minimize potential influenza outbreak through education/information such as encouragement of handwashing. Nurse staff also stockpile personal protective supplies as appropriate, (e.g., masks, gloves, alcohol, hygienic soap, etc.)

School Provided Transportation: All bus routes run as usual.

School Operations/Cafeteria: Normal cleaning and maintenance. Continual disinfecting by cleaning personnel. Review food handling procedures with staff.



LEVEL 2- MODERATE RISK – SITUATION:

First pandemic flu/respiratory illness case reported in town, increasing number of cases reported in country. School community members (employees, students, parents) are strongly encouraged to take temperature daily. If temperature is 100°F or 37.7°C or greater, students or staff will be asked to stay home.

School hours will remain on regular schedule.

Communication: (All pandemic information from W.H.O., CDC/State/Superintendent only)

Periodic updates will be made by the Superintendent to the community on status of pandemic flu/respiratory illness in country and impact on school program. In-class instruction to insure students understand protocol and proper hygiene.

Communication with parents will encourage those that have students with a fever of 100°F or 37.7°C or greater to remain home until cleared by their physician or as per protocol from the local Health District officials, Department of Public Health or CDC.

Data Collection procedures by secretaries and nurses should be initiated at this level.

School Access: Visitors are welcome by appointment only. School community members with temperature over 100°F or 37.7°C, report to school health office. Any student or staff member with a cough (but no temperature) may be required to wear a medical mask. Nursing staff will assess this on a case by case basis.

Educational Delivery: Regular school program. Daily homework will be provided by email to students ill at home for more than 3 consecutive days and well enough to complete the work.

Co-curricular Program: All scheduled co-curricular programs allowed.

Community Gatherings/Events/Field Trips/Travel: All events will be reviewed. Events may be cancelled for risk exposure on a case by case basis.

Personnel: Normal working conditions. Staff are advised to stay home if symptomatic.

Emergency Care: School Nurse in concert with Area Health District will determine whether individual who has recovered from flu can return to school. If temperature is over 100°F or 37.7°C, individual must go home ASAP.

School Provided Transportation: All bus routes run as usual. Bus access may be denied for those with temperature over 100°F or 37.7°C.

School Operations/Cafeteria: All Food Service workers must wear gloves. Continual disinfecting throughout the day. Full disinfection every three days.



Level 3- MEDIUM RISK – SITUATION:

Increased spread of pandemic flu/respiratory illness in town with transfers in public places. School community (employees, students, parents) are strongly encouraged to take temperature daily. If temperature is 100°F or 37.7°C or greater, students or staff MUST stay at home.

Communication:

(All pandemic information from W.H.O., CDC/State/Superintendent only) Regular updates to faculty and community by Superintendent through the School Notification System.

STRICT CARE TAKEN TO MAINTAIN CONFIDENTIALITY PROTOCOLS.

Daily classroom instruction to explain situation and to emphasize proper hygiene.

School Access: Visitors must report to nurse to assess temperature. Anyone with temperature 100°F or 37.7°C or greater will not be admitted.

Educational Delivery: School hours will remain on regular schedule but after school programming/activities will be canceled on a case by case basis in consultation with medical and health department officials. Work will be provided to students ill at home for more than 3 consecutive days via email. Instruction to parents via email for students to access lessons and assignment via computer.

Teachers healthy enough to do so will maintain weekly contact with students via email for academic reflection.

Co-curricular Program: Co-curricular programs are suspended on a case by case basis. Large gatherings are discouraged and may be canceled by the administration as necessary and in consultation with the health officials.

Community Gatherings/Events/Field Trips/Travel: All special events, field trips, travel, etc., discontinued on a case-by-case basis. Large faculty or staff gatherings discontinued without permission of administration. Field trips discontinued unless special permission provided by administration. Students and parents are advised to not congregate in large groups in outside community activities.

Personnel: All faculty and staff report to work after assessing temperature at home. Incident Command Team meets to determine how best to continue school operation.

Emergency Care: School Nurse determines if individual who has recovered from flu/respiratory illness can return to school. If temperature is 100°F or 37.7°C or greater, individual must go home.



School Provided Transportation: All bus routes run as usual. Bus access may be denied for those with temperature over 100°F or 37.7°C. Bus service may be discontinued at this level.

School Operations/Cafeteria: Some form of Food Services in place for staff and students who are attending school. Continual disinfecting throughout the day.

LEVEL 4 - HIGH RISK – SITUATION:

Spread of pandemic flu/respiratory illness within the school community. Government directs the schools to close OR Superintendent closes school due to level of absenteeism and interruption of instruction.

Communication: (All pandemic information from W.H.O., CDC/State/Superintendent only) Daily updates by Superintendent through the School Messenger System.

Further communication via website.

School Access: No classes held on campus. School facility closed to all but essential personnel for indeterminate period of time. School quarantine, no visitors.

Educational Delivery: Students may access lessons and assignments via computer. Teachers healthy enough to do so will maintain weekly contact with students via email for academic reflection.

Co-curricular Program: School facility closed.

Community Gatherings/Events/Field Trips/Travel: School facility closed.

Personnel: Administration reviews process of school closure and academic support.

Emergency Care: School facility closed. Use hospitals for pandemic flu prevention and containment. Prepare for possible use of schools for vaccination procedures.

School Provided Transportation: School facility closed.

School Operations/Cafeteria: School facility closed. Necessary cleaning and maintenance.

POST PANDEMIC FLU EVENT PLAN:

- Determine criteria and timing for re-opening of school(s),
- Determine impact on school calendar and need for possible changes,
- Determine impact on student instruction and need for additional or compensatory instruction,
- Determine what steps necessary to ensure staff are in place and prepared for the return of students,
- Determine what kinds of mental health support may be necessary for students and staff.



Public Health Instructions During a Pandemic Flu

Throughout a pandemic flu, people may be asked or required to do things to help hold back the spread of the disease in our community.

Here are some examples of what public health officials may ask people to do:

STAY HOME

People who are sick should stay home. Children should not go to school if they are sick. Staying home will be absolutely necessary during a pandemic flu to limit the spread of the disease.

AVOID LARGE GROUPS

People – even those who are well – should stay away from gatherings of people such as sporting events, movies and festivals. During a pandemic flu these kinds of events could be cancelled because large gatherings of people help spread the flu virus.

Isolation and quarantine are public health actions used to contain the spread of a contagious disease. If asked, it will be important to follow isolation and/or quarantine instructions.

ISOLATION

Isolation is for people who are already ill. When someone is isolated, they are separated from people who are healthy. Having the sick person isolated (separated from others) can help to slow or stop the spread of disease. People who are isolated can be cared for in their homes, in hospitals, or other healthcare facilities. Isolation is usually voluntary, but local, state and federal government have the power to require the isolation of sick people to protect the public.

QUARANTINE

Quarantine is for people who have been exposed to the disease but are not sick. When someone is placed in quarantine, they are also separated from others. Even though the person is not sick at the moment, they were exposed to the disease and may still become infectious and then spread the disease to others. Quarantine can help to slow or stop this from happening. States generally have the power to enforce quarantines within their borders.



FACT SHEET: Stopping Germs at Home, Work and School

How Germs Spread: The main way that illnesses like colds and flu are spread is from person to person in respiratory droplets of coughs and sneezes. This is called "droplet spread." This can happen when droplets from a cough or sneeze of an infected person move through the air and are deposited on the mouth or nose of people nearby. Sometimes germs also can be spread when a person touches respiratory droplets from another person on a surface like a desk and then touches his or her own eyes, mouth or nose before washing their hands. We know that some viruses and bacteria can live 2 hours or longer on surfaces like cafeteria tables, doorknobs, and desks.

How to Stop the Spread of Germs: In a nutshell: take care to:

- Cover your mouth and nose.
- Clean your hands often.
- Remind your children to practice healthy habits, too.

Cover your mouth and nose when coughing or sneezing: Cough or sneeze into a tissue and then throw it away. Cover your cough or sneeze if you do not have a tissue. Then, clean your hands, and do so every time you cough or sneeze.

The "Happy Birthday" song helps keep your hands clean? Not exactly. Yet it is recommended that when you wash your hands – with soap and warm water – that you wash for 15 to 20 seconds. That's about the same time it takes to sing the "Happy Birthday" song twice!

Alcohol-based hand wipes and gel sanitizers work too: When soap and water are not available, alcohol-based disposable hand wipes or gel sanitizers may be used. You can find them in most supermarkets and drugstores. If using gel, rub your hands until the gel is dry. The gel doesn't need water to work; the alcohol in it kills the germs on your hands.

Germs and Children: Remind children to practice healthy habits too, because germs spread, especially at school.

The flu has caused high rates of absenteeism among students and staff in our country's 119,000 schools. Influenza is not the only respiratory infection of concern in schools – nearly 22 million school days are lost each year to the common cold alone. However, when children practice healthy habits, they miss fewer days of school.

More Facts, Figures, and How-Tos: CDC and its partner agencies and organizations offer a great deal of information about handwashing and other things you can do to stop the germs that cause flu, the common cold, and other illnesses.



**NEW HAVEN PUBLIC SCHOOLS
ILLNESS REPORT**

Date: _____

Student Name: _____ Grade: _____

Secretaries: Please ask the following questions when a parent/guardian calls into the school stating that their student will not be attending on a regularly scheduled school day **DUE TO ILLNESS ONLY**. Please fill in and check the appropriate answers. Thank you.

1. Is your student ill? YES NO
Describe Symptoms: _____

2. Do they have a fever? YES NO
How high? _____

- 3) Contact Name _____

- 4) Telephone Number: _____

The Health Office Nurses may call you back to obtain more details. This is a precautionary measure our school is taking due to potential contagious diseases. Thank you.

(Please submit this form to the Health Office and include the daily absence list.)



**NEW HAVEN PUBLIC SCHOOLS
HEALTH OFFICE FOLLOW-UP REPORT**

Date: _____ **Time:** _____

Contact Person: _____

Fever/Chills **YES** **NO** **Temperature:** _____ **Date of Onset:** _____

Cough **YES** **NO**

Vomiting **YES** **NO**

Diarrhea **YES** **NO**

Sore Throat **YES** **NO**

Body Aches **YES** **NO**

Seen by MD or MD appointment: _____ **Date:** _____

Instructions to the Parent/Guardian by school nurse after gathering above information:

- 1) If your child has both:** Fever (>100°F or 37.7°C) you must keep your child home until they are fever free for 72 hours without medication. Your child may have the flu or coronavirus. Flu symptoms can include runny nose, body aches, vomiting, and diarrhea. Coronavirus symptoms can include cough, shortness of breath, fever, body aches/chills, and/or loss of sense of taste or smell.
- 2)** Please remember to call into school every day your child will be absent. The local district will be monitoring for respiratory illnesses in the school. This our effort to assure you that we have the health and safety of your children as our number one priority. Thank you for helping us to keep the school environment as healthy as possible for all students and staff.

Health Office Nurses: You may have to use the back of this form to follow-up with this child's daily absences and progress concerning health issues. Please remember to document date, time, contact person and pertinent information such as symptoms, underlying chronic diseases, and other family members who may become ill. All information is confidential according to CT State Laws and the Department Health and Education.

IMMEDIATE DISPOSITION _____



SAMPLE PARENT LETTER #1

Prevention Letter

Use this letter to help prepare parents for pandemic flu/coronavirus before there are verified pandemic cases in the U.S.

Dear Parents,

This letter will help your family prepare for a flu pandemic that could make many people sick.

It is important to know that at this time, there is no pandemic flu of any kind in the United States.

Public health officials are worried the flu/respiratory illness virus may change so that it can infect people and spread easily from person-to-person. This would cause a worldwide flu outbreak, called a pandemic.

Public health officials want people to protect themselves against pandemic coronavirus. Here are some ways to protect your family:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands a lot with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- 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 better.

Enclosed with this letter is a checklist to help families get ready for a pandemic flu outbreak. This information can also help your family get ready for any kind of emergency.

If you have questions, please contact your School Nurse or healthcare provider. You can call the school (INSERT NUMBER)

You can get more information from _____:

The federal government website with information on planning for individuals and families:
<http://www.pandemicflu.gov>

American Red Cross
<http://www.redcross.org>



SAMPLE PARENT LETTER #2
FIRST CORONAVIRUS CASE
Use this letter to help prepare parents for
pandemic flu/after first coronavirus case is found in United States

Dear Parents:

As expected, the pandemic flu/coronavirus is now in the United States. It is important to know that, at this time, there are known human cases of coronavirus in the United States.

Health officials are worried that the coronavirus may change so that people can get sick from it. If that happened, it could spread from person-to-person. This would cause a worldwide respiratory illness outbreak, called a pandemic.

So even though there is no pandemic now, we want to remind you about some ways to protect your family from getting sick:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands a lot with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- 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 better.

Enclosed with this letter is a checklist to help families get ready for a pandemic respiratory outbreak. This information can also help your family get ready for any kind of emergency.

If you have questions, please contact your School Nurse or healthcare provider. You can call the school (INSERT NUMBER).

You can get more information from _____:

Visit online at _____ or call _____

The federal government website with information on planning for individuals and families:
<http://www..cdc.gov/coronavirus/2019-ncov/index.html>



SAMPLE LETTER TO PARENTS
Initial Pandemic Outbreak #3
Use this letter to let parents know schools are open

Dear Parents:

This letter will give you information about a respiratory illness outbreak in our area. Every year, some people get sick with the flu during the fall and winter months. This year, there is a new virus that is making many people in our community sick. So many people are sick locally and in the United States that health officials call it a “pandemic flu”.

A lot of students and teachers in our school are sick with respiratory illness. We hope they will all get better quickly.

At this time, the county/state health department tells us that students who are not ill can safely come to school. The schools will remain open. We will keep you updated with any important information.

To keep the coronavirus from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will be sent home.

Public health officials want you to protect yourself and your family against pandemic coronavirus. Here are some ways to stop the spread of germs and sickness:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands a lot with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay away at least three feet away from people who are sick.
- People who are sick should stay home from work or school and stay away from other people until they are better.
- Stay away from shopping malls, movie theaters or other places where there are large groups of people.

We are also giving you some tips about how to care for your family if they are ill.

If you have questions, please contact your School Nurse or healthcare provider. You can call the school hotline (INSERT NUMBER). You can get more information from _____. If the pandemic flu continues to spread and more students become ill, schools may close for days or weeks. The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. Begin planning now for childcare in your home. Recommendations may change during the course of a pandemic flu outbreak.



SAMPLE LETTER TO PARENTS #4
Expanded Outbreak

Use this letter to let parents know schools are open and urge ill children to stay home

Dear Parents:

We wrote to you recently to tell you about a pandemic flu outbreak in our community. Here is some new information.

There are now even more students in our school who are ill with this coronavirus. Still the county/state health department tells us that students who are not ill can continue to attend school. The schools will remain open. We will keep you updated with any important information.

To keep the flu from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will be sent home.

Public health officials want you to protect yourself and your family against pandemic flu. Here are some ways to stop the spread of germs and sickness and take care of your family:

- ✓ Keep children who are sick at home. Don't send them to school.
- ✓ If some of the people in your home are sick with the flu, keep them away from the people who are not sick.
- ✓ If some of the people in your home are sick with the flu 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 acetaminophen (Tylenol). 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.
 - Be sure everyone in your home washes their hands frequently.
 - 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.

Call the school hotline (INSERT NUMBER) or _____.

If the pandemic coronavirus continues to spread and more students become ill, schools may close for days or weeks. The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. Begin planning now for childcare in your home.



SAMPLE LETER TO PARENTS School Closure #5
Use this letter to inform parents schools are closed.

Dear Parents:

The Superintendent of Schools, upon consultation with appropriate District/State health officials, has ordered all schools in the District to close. This order is because of the pandemic coronavirus situation in our community/area. All schools are immediately closed until further notice and children should stay home. (*or specify which schools and for how long*)

Schools may be closed for days or even weeks to reduce contact among children and stop the spread of the flu. We know that many students and their families are very sick. We know this is a hard time for our community and our hearts go out to those who are ill.

Because the coronavirus 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 the flu:

- Have them drink a lot of liquid. (juice, water)
- Keep the sick person as comfortable as possible. Rest is important.
- For fever, sore throat and muscle aches, use ibuprofen (Motrin) or acetaminophen (Tylenol). 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.
- Be sure everyone in your home washes their hands frequently.
- Keep the people who are sick with the flu away from the people who are not sick.

For more information, call your healthcare provider or _____.

We will contact you as soon as we have information about when school will reopen.



SAMPLE LETER TO PARENTS School Re-Opens #6
Use this letter to inform parents schools are re-opened.

Dear Parents:

Local/State health officials have declared the pandemic coronavirus is under control. Our school 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 coronavirus. Health officials say that pandemic flu outbreaks sometimes happen in waves. This means more people could become sick soon again. If more people get sick, schools may need to close again.

We will continue to give you any important information.

Because the flu can still be spread from person-to-person, please keep children who are sick at home. Don't send them to school.

We are looking forward to seeing your children again.



Tips for Parents on Coping with Pandemic Coronavirus

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, health and emergency supplies

<ul style="list-style-type: none"> • Ready to eat canned meats, 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 • Fluids with electrolytes, such as Pedialyte® • Canned or jarred baby food • Baby formula 	<ul style="list-style-type: none"> • Soap and water or alcohol based hand wash • Medicines for fever, such as acetaminophen (Tylenol) or ibuprofen (Motrin) • Thermometer • Vitamins • Prescribed medical supplies such as, glucose and blood pressure monitoring • Flashlight with extra batteries • Portable radio with extra batteries • Manual can opener • Pet food • Garbage bags • Tissues, toilet paper, disposable diapers
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If someone in your home develops flu/respiratory illness 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 the Connecticut Department of Public Health website at <https://portal.ct.gov/DPH/Public-Health-Preparedness/Main-Page/2019-Novel-Coronavirus>



SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS – AN 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 local health officials to deal with the situation and will keep parents updated with any important information.
- At this time, under the guidance of the county health department, 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 coronavirus continues to spread and more students become ill, health 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 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. Be sure to set a good example by doing this yourself.
 - 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 pandemic. We will make public announcements through the media and parents can call the school district's hotline at (INSERTHOTLINE).
- For more information on the pandemic and prevention, visit <https://www.newhavenct.gov/gov/depts/health> or call the Health Emergency Information Line at 203-946-4949.