

LBL
Long Term Emergency/Pandemic Influenza
Response Plan
Revised March 9, 2020

Section 1: ESD Planning

TASK	ACTIVITIES	STAFF RESPONSIBLE
<p>1. The Education Service District (ESD) identifies an ESD team that will take the lead in event of an emergency.</p> <p><i>Note: In the event that the county health department(s) directs LBL to close, employees will follow LBL Emergency Disaster and Inclement Weather Guidelines.</i></p>	<ul style="list-style-type: none"> • Superintendent/Designee will lead the ESD team and is designated as the Executive Cabinet. LBL Safety Committee and Oregon Health Authority will assist as needed. Other teams also include: <ul style="list-style-type: none"> ○ Early Intervention/Early Childhood Special Education Administrators working with the ESD cabinet and other ESD administrators, the program nurse, and county health departments. ○ The Long Term Care and Treatment Administrator working with Trillium and Old Mill Center for Children and Families, the ESD cabinet and other ESD administrators. 	<p>Superintendent/Designee</p> <p>EI/ECSE Administrators</p> <p>Long Term Care and Treatment Administrator</p>
<p>2. The ESD will develop scenarios describing the potential impact of a pandemic on student learning (e.g. student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.</p>	<ul style="list-style-type: none"> • The ESD will consult with Linn, Benton, and Lincoln County Health Departments. • At least twice per year, the ESD will conduct practice scenarios (table top exercises) with the ESD Leadership Council. 	<p>Superintendent/Designee</p> <p>Superintendent’s Cabinet</p> <p>Individual program administrators</p> <p>Facilities Manager</p>
<p>3. The ESD will develop a plan for ensuring continuity of essential business and administrative functions including payroll and ongoing communication with students and parents in the event of a pandemic that impacts both ESD programs and staff as well as component districts and staff.</p>	<ul style="list-style-type: none"> • The LBL Business Department will initiate the continuity of services activities. • The Network and Information Services Programs will work to ensure continued access to the internet and other essential technology programs. • LBL will utilize format such as InSite, the LBL Website, www.flashalert.net, or phone message systems to communicate 	<p>Superintendent/Designee</p> <p>Chief Financial Officer</p> <p>Chief Human Resources Officer</p> <p>Network Services Program Administrator</p> <p>Information Systems Administrator</p>

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TASK	ACTIVITIES	STAFF RESPONSIBLE
3. <i>Continued</i>	<ul style="list-style-type: none"> • If possible, LBL reception will remain open. • If closures impact students, the ESD will work closely with school districts served by the ESD to develop a plan to make up lost instructional time or services. 	
3.a The ESD will develop a communication plan that supports the business and administrative continuity plan above.	<ul style="list-style-type: none"> • Superintendent/Designee will share communication plan with LBL staff and component districts. 	Superintendent/Designee
4. The ESD will provide an avenue for ESD staff to ask pandemic related questions.	<ul style="list-style-type: none"> • Superintendent/Designee will monitor a devoted email account that gathers questions from staff; Superintendent's Cabinet will discuss questions as needed and a follow up FAQ email will be sent to all staff. 	Superintendent/Designee
5. The ESD will provide educational documents and postings informing ESD staff and component districts of pandemic related information.	<ul style="list-style-type: none"> • Superintendent/Designee will collect, curate, and disseminate pandemic related information. Information will be shared with staff and districts via email, meetings, and the LBL website. 	Superintendent/Designee
6. The ESD provides sufficient and accessible infection prevention supplies.	<ul style="list-style-type: none"> • When available, products for hand sanitizing and cleaning will be placed on each floor of the LBL building, Dixie, the LCSD EI/ECSE office, and other sites. • Facilities will have basic products on stock in storage, in preparation for dissemination. 	Facilities
7. The ESD has established sick leave policies and processes for staff and students suspected to be ill or who become ill. Based on the variable factors of the emergency, the ESD will develop contingency policies and practices for leave. Information has been	<ul style="list-style-type: none"> • Superintendent/Designee will disseminate information to staff regarding the importance of staying at home if sick, washing hands often and covering mouth when sneezing/coughing. • LBL will call districts requesting transportation of sick children in ESD programs. • LBL will maintain policies and procedures for maintaining student 	Superintendent/Designee

clearly disseminated such <i>Continues on next page.</i>	privacy rights	
TASK	ACTIVITIES	STAFF RESPONSIBLE
7. <i>Continued</i> that staff and students with known or suspected pandemic influenza know not to remain at school and know to return only after symptoms resolve.	<ul style="list-style-type: none"> • LBL will clearly define when sick leave is to be taken and any implication of leave with working from home if allowed. 	
8. Platforms for communicating pandemic status and actions to ESD staff, students and families have been developed and tested.	<ul style="list-style-type: none"> • County Health Departments, Oregon Department of Education and Department of Human Services resources will be utilized. • LBL Superintendent/Designee will assist in developing a communication plan for staff, families and communication partners. • LBL will utilize InSite, the LBL Intranet, www.flashalert.net and/or an electronic/phone message system to communicate with staff, families and community agencies. • EI/ECSE and LTCT Administrators will work closely with LBL administrators, schools, the nurse, and health department to develop communication for students and families. 	<p>Superintendent/Designee</p> <p>EI/ECSE Administrators</p> <p>Long Term Care and Treatment Administrator</p>

Section 2: Community and School District Planning

TASK	ACTIVITIES	STAFF RESPONSIBLE
1. All key school and community stakeholders know who have the authority to declare a health emergency (state and local level) as well as all key school and community stakeholders know who in the ESD would be the person or group to officially	<ul style="list-style-type: none"> • On an annual basis, superintendent reminds component districts and community stakeholders that the superintendent will activate the ESD's Pandemic Influenza Response Plan when directed by the county health departments. • Superintendent/Designee will act as LBL liaison. 	Superintendent/Designee

activate the ESD's pandemic influenza response plan.		
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TASK	ACTIVITIES	STAFF RESPONSIBLE
2. The LBL ESD has a Pandemic Influenza Response Plan.	<ul style="list-style-type: none"> • Each year, LBL Administrators will review LBL Pandemic Influenza Response Plan. • When available, the ESD will post component district emergency plans on Insight. 	Superintendent/Designee
3. If the word is given to activate the community Pandemic Influenza Response Plan, the county health departments will make contact with LBL. The county health departments will take the lead and inform the liaison assigned to each topic.	<ul style="list-style-type: none"> • Superintendent/Designee will communicate directly with county health departments. 	Superintendent/Designee
4. If available, the community and ESD will participate together in exercises that test the communication and linkages between the ESD and community pandemic influenza response plans.	<ul style="list-style-type: none"> • If available, the ESD may participate in exercises with ICS or county health departments. 	Superintendent/Designee
5. Each community has a surveillance and reporting system that will alert the local health departments to a substantial increase in absenteeism among students.	<ul style="list-style-type: none"> • LBL administrator (nurse if applicable) alerts county health departments when attendance approaches 20% absence or if there is serious and unusual illness, in either classroom or program. • County health departments work with program to learn reason for increased absences. 	LBL Administrators EI/ECSE Administrators Long Term Care and Treatment Administrator
6. LBL ESD consults with Oregon School Boards Association, CDC, and local health departments to develop and revise effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district.	Possible Activities: <ul style="list-style-type: none"> • The ESD will work with county health departments to develop letters, newsletter paragraphs, presentation, posters, Power Point presentations, etc. that can be shared with staff, parents and students. • When possible, the ESD will post on the website county health 	Superintendent/Designee LBL Administrators

<i>Note: Applicable policies EBC, JHCC, and JHC-AR will be revised as necessary.</i>	department information and the counties will post ESD information.	
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Note: FEMA recommends that all long-term emergency/pandemic plans address the following:

1. *Who is in charge of each section of the Plan. Procedure for utilization of the facility by other agencies.*
2. *What steps the ESD will take to stop the spread of disease and disease containment measures. Develop a communication plan for staff, students, and parents.*
3. *How sick students will be identified and transported. Continuing education plans for students and procedures for dealing with student privacy rights.*
4. *Business operations plan for offsite operation or alternative measures. Employee leave procedures during a pandemic flu or other catastrophe. Employee pay and benefit plan and procedures.*