

**St. Veronica School  
Howell, NJ**

**Pandemic Crisis Management**

**Part I – Response to School District Pandemic Influenza  
Planning Checklist (Attached)**

**1. Planning and Coordination**

- The New Jersey Department of Education in conjunction with the New Jersey Department of Health and Senior Services is responsible for communications from the US Department of Health and Human Services and the Centers for Disease Control that would activate a school pandemic influenza response plan affecting St. Veronica School.
- The Monmouth County Department of Health is the legal local authority for executing pandemic plans and responses.
- The Monmouth County Department of Health is responsible for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
- St. Veronica School will work with local /state health departments to manage a pandemic plan within the school.
- At St. Veronica School, Sister Cherree Ann Power, Principal, is responsible for all media communications and/or press releases. She would receive information regarding local outbreaks in the student body/staff through the school nurse. She is also responsible for setting in motion emergency phone chains for faculty and parents in the event of a serious outbreak or the need for school closure.
- St. Veronica School will work to coordinate efforts with local health authorities when planning.
- St. Veronica School has relatively few special needs students and no ESL students who would require alternate food services or information in a second language.
- St. Veronica School will participate in the exercise of the community's pandemic plan to the extent that is possible.
- St. Veronica School will provide limited psychological services to students affected by a pandemic.
- The school nurse will document absenteeism due to influenza.
- St. Veronica School will share influenza pandemic plans with The Office of Catholic Schools, Diocese of Trenton, and local agencies when necessary.

## **2. Continuity of Student Learning and Core Operations**

- St. Veronica School will monitor school attendance through the school nurse. If absenteeism rises to an unacceptable rate for student/staff safety and acceptable in-school instruction, Sister Cherree Ann Power, the Principal, will, in conjunction with the nurse, communicate with the local Board of Health regarding strategies for possible closure or parental alerts.
- St. Veronica has in place a link for each teacher's assignments through its website – [www.stveronicaschool.com](http://www.stveronicaschool.com). Students and parents with internet access (virtually, the entire student body) can access daily classroom assignments from this site. Since St. Veronica School follows NJ Core Curriculum Standards in its teachings a modicum of continuity would exist in curriculum.
- Pay roll services are handled in St. Veronica's Rectory. Checks for staff could be made available if regular classes were not in session. On-going communications would be initiated by Sister Cherree through the use of emergency staff and parent phone chains. The website would also be used to post any new information that might be useful to the staff and student body.

## **3. Infection Control Policies and Procedures**

- St. Veronica School will work with the Monmouth County Department of Health to implement effective infection prevention policies and procedures. Good hygiene practices are reiterated by the nurse and the classroom teachers on a continuing basis.
- The Maintenance personnel are responsible for ordering all products needed for cleansing and disinfection. They also stock subsidiary products such as plastic gloves, paper towels, etc. used for disinfection. There are separate receptacles in all rooms for the disposal of used tissues.
- Policies are in place for students/staff to remain home during the infectious stage of an illness. The school nurse encourages parents to keep sick children away from others to impede the spread of diseases.
- Staff members should be seen by qualified health care professionals in the event of symptoms consistent with infectious diseases. If warranted, a medical doctor should write a script for a leave of absence.
- The school nurse requires a parent (or other authorized adult) to pick up sick children so that they will not ride the school buses.

## **4. Communications Planning**

- Emergency communications are updated and distributed yearly to staff and parents. Any editions during the course of the school year are also given to all affected parties.

- At present, all major communications are initiated by Sister Cherree Ann Power, Principal. It is her prerogative to delegate further communications to others.
- Plans are in place that, when a person in a chain of communication is not able to be reached, the person making that communication continues the calls of the unreachable person.
- There are multiple means of communications through the use of telephone and internet services.
- St. Veronica School defers to the Monmouth County Department of Health for current information. St. Veronica's constituency can contact the local Board of Health independently as well.
- Updates on pandemic information (other than emergency information requiring an action response) will be placed on the school's website.
- Communications will be made with the understanding that fear and anxiety have been anticipated during a pandemic event.

## **Part II – Local Duties and Responsibilities at St. Veronica School**

During a pandemic event the following persons or groups are given specific best practices and responsibilities so that the health and welfare of the St. Veronica school community is held as a priority:

### **Sister Cherree Ann Power, Principal:**

- Responsible on-going personal, medical care in the event of illness
- Responsible for all internal and external communications, including:
- Responsible for initiating all calls to the Monmouth County Department of Health, to the staff and to the parent body
- Responsible for informing Father Brendan Williams, Pastor of St. Veronica Church, about a pandemic and any resulting actions caused by one
- Responsible for communications with other St. Veronica entities, such as, the Religious Education Director and other Pastoral Staff members
- Responsible for press releases
- Responsible for all alternate school instruction and/or school closure.

### **Mrs. Joanne Nelson, Vice Principal:**

- Responsible on-going personal, medical care in the event of illness
- Responsible to assist principal in carrying out responsibilities
- Responsible for carrying out any of the Principal's responsibilities if the Principal was not able to do so
- Responsible for any duties delegated to her by the Principal

### **Mrs. Karen Cavan, School Nurse:**

- Responsible on-going personal, medical care in the event of illness
- Responsible for immediate emergency care of students and staff who become ill during school hours
- Responsible for documenting absenteeism due to influenza
- Responsible for communicating with the Monmouth County Department of Health after consultation with the Principal
- Responsible for communicating with parents when a student becomes ill with symptoms associated with influenza
- Responsible for updating the Principal regarding the influenza statistics at the school and informing the Principal of any actions that may be necessary as a result of a high number of cases or compliance to any mandates of the Monmouth County Department of Health
- Responsible for following best practices of hygiene during an outbreak of influenza and educating teachers to best practices in the classrooms

### **Staff:**

- Responsible on-going personal, medical care in the event of illness
- Responsible for assisting the Principal and Vice Principal wherever needed
- Responsible for sending ill students to the Nurse's Office for immediate care
- Responsible for calling the Principal for a substitute in the event of personal illness
- Responsible for any duties delegated to her by the Principal

### **Classroom Teachers and Assistants:**

- Responsible for teaching and/or reiterating best practices for students, such as, covering mouths/noses during a coughing or sneezing event
- Responsible for insuring the use of proper receptacles for germ carrying materials (tissues) within the classroom
- Responsible for sending ill students to the Nurse's Office for immediate care
- Responsible for calling the Principal for a substitute in the event of personal illness
- Responsible for on-going personal, medical care in the event of illness
- Responsible for substitute plans in the event of absence and the placing of assignments on the school's website

### **Maintenance:**

- Responsible on-going personal, medical care in the event of illness

- Responsible for the on-going cleanliness of the school and the disinfection of affected areas
- Responsible for the safe disposal of waste products
- Responsible for ordering and distribution of disinfection products and by-products
- Responsible for informing both the Principal and Parish Administrator if an illness requires absence

**Kitchen Staff:**

- Responsible for any duties delegated to her by the Principal
- Responsible for keeping the kitchen facility and all kitchen utensils clean and disinfected after each use
- Responsible for preparing and distributing food according to best practices including the use of plastic gloves and aprons

**Parents:**

- Responsible for calling the school when their children will be absent from school
- Responsible for giving the School Nurse information about the nature of a child's illness
- Responsible for picking up, or delegating the pick up by an authorized adult, of a child who becomes ill during the school day
- Responsible for the on-going care of a sick child
- Responsible to keep a child home until he/she is fever free for 24 hours
- Responsible for remitting to the School Nurse any doctor's notes or prescriptions that are pertinent to the safe return of the student to school
- Responsible for giving the School Nurse prescription medications in original containers when a child is required to take said medication during the course of the school day
- Responsible for remitting any doctor's notes requiring restriction during physical education classes or outdoor recess
- Responsible for informing the School Nurse at the beginning of the school year on the Emergency form of any allergies a child has or any medications a child takes at home

## St. Veronica School

### Influenza Pandemic Emergency Management Teacher/Staff Checklist

Teacher preparedness and knowledge of protocols during an influenza outbreak is critical to a teacher's personal well-being as well as to the continuance of education to the students we serve at St. Veronica School. So that a pandemic crisis can be handled efficiently and effectively, all teachers are responsible for fulfilling the obligations entailed in the following checklist:

#### CHRISTIAN PERSPECTIVE

\_\_\_ Thank God for the blessings of good health and pray daily for the health of the community at large, the world community and all those involved in on-going human services especially: health care professionals, educators and all local government employees who serve the human needs of the people.

#### HEALTHFUL PRACTICES

\_\_\_ Take a proactive stance for healthful living. This includes a balanced diet, moderate exercise, sufficient sleep and reasonable avoidance of sources of infection.

\_\_\_ Keep the classroom clean and clutter free. Expect the same of the students in your care.

\_\_\_ Have on hand a box of tissues for student use and a separate basket for the disposal of used tissues.

\_\_\_ Provide anti-bacterial hand gel.

\_\_\_ Wash hands frequently, especially after handling student work.

\_\_\_ Teach the students good hygiene practices. These include: frequent washing of hands, maintaining a clean personal environment and covering the nose and mouth when coughing or sneezing. Touching, hugging, kissing and other forms of body contact other than to protect a child from harm are totally inappropriate in the school environment, especially during a flu outbreak.

#### INSTRUCTIONAL STRATEGIES

\_\_\_ Prepare weekly plans that can be e-mailed to Administration in the event of absenteeism.

\_\_\_ Keep instructional materials for lesson planning at home for reference and use in the event of absence or school closures.

#### **CLASSROOM HEALTH MANAGEMENT**

\_\_\_ Send the class absent list to the main office at the beginning of each day.

\_\_\_ Report the names of students who are absent with a possible influenza infection to the school nurse.

\_\_\_ Send any child to the school nurse who exhibits symptoms of infection such as fever or respiratory congestion.

#### **ADMINISTRATION**

\_\_\_ Provide educational/managerial materials to the staff in the event of a flu outbreak.

\_\_\_ Supervise lesson planning and teacher E-Boards on a regular basis.

\_\_\_ Have continuous communication with the school nurse to track cases of influenza.

\_\_\_ Advise parents to keep children with noticeable influenza symptoms home from school.

\_\_\_ Keep current all emergency information on children and staff members in the event of student illness or the necessity of school closure.

\_\_\_ Be responsible for all media communications regarding an influenza outbreak.

\_\_\_ Instruct the school nurse to report daily to Administration with student influenza data. The school nurse with Administration's permission makes all contacts with the Monmouth County Department of Health when necessary.

\_\_\_ Advise the maintenance and kitchen staffs regarding any influenza outbreak so that appropriate disinfection of facilities can be undertaken.

\_\_\_ Comply with any local, state or federal regulations or recommendations regarding school management during an influenza outbreak.

\_\_\_ Notify the Office of Catholic School, Diocese of Trenton, regarding pandemic crisis management or the need to temporarily close the school.

\_\_\_ Notify the Pastor of St. Veronica of any major pandemic development.