

# MILLTOWN PUBLIC SCHOOLS

## SCHOOL CLOSURE PLAN

Updated March 2020



# PANDEMIC FLU PLAN

## **Background**

The Federal Government, via Presidential Directive, has required schools to develop a plan for dealing with the challenges that would be created in the event of a pandemic illness. This Pandemic Illness Plan outlines steps that may be taken should a widespread communicable disease occur.

Pandemic Influenza is a global outbreak of disease that occurs when three conditions are met:

- A new influenza type emerges
- It causes serious human illness
- It spreads easily from person to person

## **Pandemic Planning Assumptions**

(Adapted from Federal Pandemic Flu Plan: [pandemicflu.gov/plan/pandplan.html](http://pandemicflu.gov/plan/pandplan.html))

Throughout this document several health impact assumptions have been made. These assumptions are based upon documentation from various Federal and State health authorities. These assumptions are as follows:

- a. Susceptibility to the pandemic influenza virus will be universal. The seasonal flu vaccine given every year will not provide protection against a pandemic influenza virus.
- b. There will be little or no warning that an outbreak of a highly contagious illness is about to occur.
- c. Vaccination production and dissemination will not occur in time to immunize significant numbers of the population. Vaccine production for a new virus is likely to take six to eight months. Anti-viral medication may be in short supply.
- d. Efficient and sustained person-to-person transmission signals an imminent pandemic. This is the WHO'S Pandemic Phase 5.
- e. Natural immunity to the pathogen is limited or non-existent.
- f. The clinical disease "attack rate" (number of people who become ill) will likely be 30% or higher in the overall population during the pandemic. Illness rates will be highest among school-aged children (about 40%) and decline with age. Among working adults, an average of 20% will become ill during a community outbreak.
  - Some persons will become infected but not develop clinically significant symptoms.
  - Asymptomatic or minimally symptomatic individuals can transmit infection, but will develop immunity to subsequent infection.

- g. Of those who become ill with influenza, 50% will seek outpatient medical care.
  - With the availability of effective antiviral drugs for treatment, this proportion may be higher in the next pandemic.
- h. The pandemic outbreak would occur in waves. The first wave is expected to last for six to eight weeks. Subsequent waves will follow with as little as 30 days between events. The impact on the school may last as long as two years.
- i. The number of hospitalizations and deaths will depend on the virulence of the pandemic virus. Estimates differ about 10-fold between more and less severe scenarios but could be as high as 2%.
  - Risk groups for severe and fatal infection cannot be predicted with certainty but are likely to include infants, the elderly, pregnant women, and persons with chronic medical conditions.
  - The CDC [Pandemic Severity Index](#) will be the federal government's best estimate on the human impact of the circulating pandemic strain.
- j. The disease will impact all segments of the school community including students, staff, parents and suppliers of essential services and supplies.
- k. Rates of absenteeism will depend on the severity of the pandemic.
  - In a severe pandemic, absenteeism attributable to illness, the need to care for ill family members and fear of infection may reach 40% during the peak weeks of a community outbreak.
  - Public health measures (closing schools, quarantining household contacts of infected individuals, "snow days") designed to limit or control the spread of the pandemic are likely to increase rates of absenteeism.
- l. The typical incubation period (interval between infection and onset of symptoms) for influenza is approximately two days.
- m. Persons who become ill may shed virus and can transmit infection for up to one day before the onset of illness. Viral shedding and the risk of transmission will be greatest during the first 2 days of illness. Children usually shed the greatest amount of virus and therefore are likely to post the greatest risk for transmission.
- n. On average, infected persons will transmit infection to approximately two other people.
- o. In an affected community, a pandemic outbreak will last about six to eight weeks.

### **School-Specific Assumptions**

- Contagious employees - both asymptomatic and symptomatic - will not come to work.
- Models suggest that early closure of the schools will help slow the spread of influenza through a community and lower its overall impact.

- Closure of the schools will be a joint decision involving the school district and state and local health departments (See Appendix VII for county health department).
- After the first wave passes, resumption of normal activities in private and public sectors may be difficult. There will be grieving for the deceased and concerns over the next pandemic wave (in the event that an effective vaccine is not available during or after the first wave).
- Neighborhood schools, its teachers, staff and nurses, are frequently an important and trusted source of information for families of school-aged children, especially in immigrant, minority and lower socioeconomic communities. It is expected that this important function will continue during an influenza pandemic.

While most emergency situations are handled locally, when there is a major incident help may be needed from other jurisdictions, the state and the federal government. NIMS was developed so responders from different jurisdictions and disciplines can work together better to respond to natural disasters and emergencies, including acts of terrorism. NIMS benefits include a unified approach to incident management; standard command and management structures and emphasis on preparedness, mutual aid and resource management.

### **The National Integration Center (NIC) Incident Management Systems Division**

The National Integration Center (NIC) Incident Management Systems Division was established by the Secretary of Homeland Security to provide "strategic direction for and oversight of the National Incident Management System (NIMS)... supporting both routine maintenance and the continuous refinement of the system and its components over the long term." The Center oversees all aspects of NIMS including the development of compliance criteria and implementation activities at federal, state and local levels. It provides guidance and support to jurisdictions and incident management and responder organizations as they adopt the system.

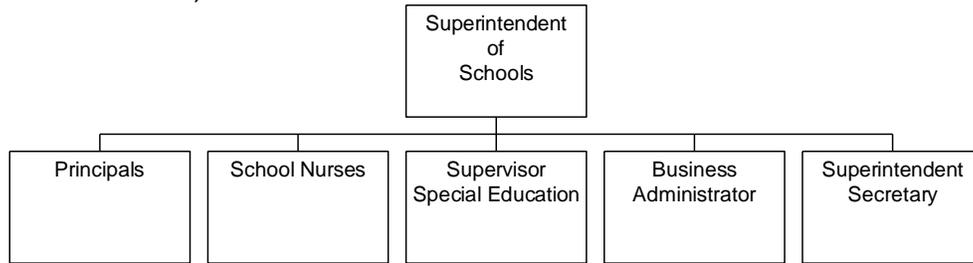
The Center is a multidisciplinary entity made up of federal stakeholders and over time, it will include representatives of state, local and tribal incident management and responder organizations. It is situated within the Department of Homeland Security's Federal Emergency Management Agency.

### **Chain of Command: The Pandemic Response Team**

In an effort to provide for a coordinated response to any school emergency it is important that all response agencies operate using a common emergency management method. The National Unified Incident Command System (ICS) will be used when responding to an emergency at the Milltown Public Schools. All administrative staff shall be trained in ICS on an annual basis.

The Pandemic Response Team shall be activated by the Superintendent or his/her designee when the World Health Organization raises the Pandemic Alert Level to Level 4 or under direction of State or County Health Officials.

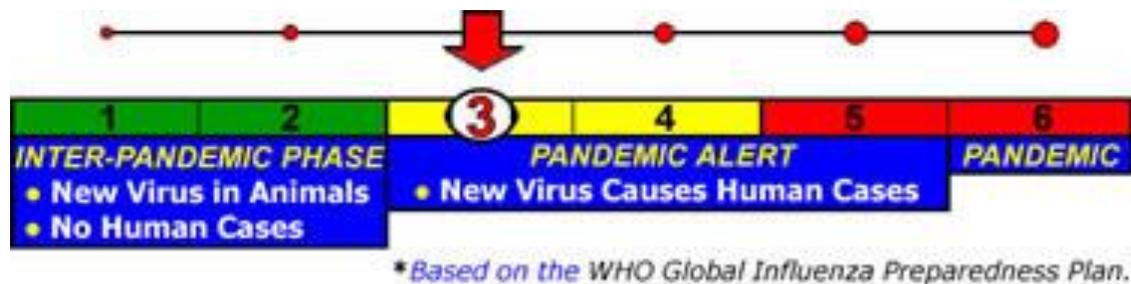
Pandemic Response Team  
(Essential Personnel)



Essential Personnel	Role	Duties	No. of Staff
Administration	Superintendent	Ensures entire school community is well prepared and informed of current situations. All staff and students are provided with the proper technology, devices and support for continuity of instruction. Communicates directly with NJDOE ECS and Borough OEM.	1
	Business Administrator	Oversee cafeteria and custodial staff. Ensures free and reduced lunch distribution is according to federal guidelines. Oversees disinfecting facilities and reopening of buildings. Maintain and continue business operations during any school closure. (payroll, purchasing, accounts payable & receivable, building & grounds)	1
	Principals	Supports all staff and students with continuity of instruction daily.	2
	School Nurses	Communicate critical care information to Superintendent and implement health precautions and screenings as mandated.	2
	Supervisor Special Education	Maintain open communication with CST and ensure that special education students are learning remotely, and parents are kept informed.	1
	Superintendent Secretary	Assist Superintendent and staff as needed.	1
Maintenance/ Custodial	Custodian	Disinfect, maintain and secure school buildings.	7
Technology	Technician and Technology Teachers	To provide tech support for essential employees, and all staff and students working remotely.	3
Food Service Personnel	Service Provider - Pomptonian	Providing lunches to free and reduced students daily.	1
Teachers	<b>Hours per day</b>	<b>Remote</b>	<b>Onsite</b>
	Regular school hours	All certified staff	As needed

## **Pandemic Alert Level**

Emerging periodically, influenza pandemic is both unpredictable and unavoidable. Stay up to date on the Pandemic alert Level.



Several factors, such as disease behavior and virus characteristics, determine when there is a shift between Alert Levels, with the following set of 6 Phase Levels to the WHO Pandemic Alert System:

- |         |   |
|---------|---|
| Level 1 | “Inter-Pandemic Phase”<br>- There is Low Risk of Human Cases              |
| Level 2 | “Inter-Pandemic Phase”<br>- There is Higher Risk of Human Cases           |
| Level 3 | “Pandemic Alert”<br>- No or Very Limited Human-to-Human Transmission      |
| Level 4 | “Pandemic Alert”<br>- Evidence of Increased Human-to-Human Transmission   |
| Level 5 | “Pandemic Alert”<br>- Evidence of Significant Human-to-Human Transmission |
| Level 6 | “Pandemic”<br>- Efficient and Sustained Human-to-Human Transmission       |

## **Pandemic Flu Response & Reinforcement**

### **Preparation**

- Send best practices for respiratory hygiene to teachers.
- Reinforce universal hand washing procedures.
- Ensure an inventory of supplies such as masks, gloves, anti-bacterial and waterless hand soap and dispensers, etc. are on site.
- Distribute to parents and staff current information regarding “Pandemic Flu”.
- Schedule staff meeting to provide details on situation and plan of action if pandemic progresses.
- Meet with Pandemic Response Team to review plan.

The next steps are identified as **Stage responses** and would be instituted in whole or part in conjunction with guidance from NJDOH and NJDOE.

### **Stage One**

- Custodians change cleaning duties to emphasize classroom disinfecting
- Teachers begin working in grade level teams to develop web based instructional assignments.
- Computer technology staff begin modifying computers for check-out to students
- Parent survey for Internet connectivity.

### **Stage Two**

- Begin “social distancing”
- Cancel all assemblies
- Institute reduced day session days
- Close childcare
- Teachers develop/revise web based lesson plans
- Check out computers to families who need home access.

### **Stage Three**

- Schools are closed locally or by NJDOH
- Remote instruction may be implemented
- School disinfection may be scheduled

### **Recovery Stage**

- Schools reopen
- Continue internet based lessons if school reopens on a reduced day schedule
- Administration looks at restructuring the instructional year to recover lost instructional time.

### **Notification of Parents, Guardians and Staff**

The Superintendent shall ensure that timely and appropriate information about incidents in or on District owned property is communicated to parents, guardians and persons in parental relationship. The notifications will include such information that is pertinent to the incident addressing contagious illnesses, districtwide health policies, home instruction, emergencies and disaster preparedness, and school closings. Focus will remain on accurate information about disease transmission, as well as timely and appropriate communication with parents, students, staff and the community at large.

### **Infection Control**

- a. Display notices at entry points to the buildings, advising staff, students and visitors not to enter if they have symptoms of influenza.
- b. Ensure ample supply of tissues, waste receptacles, soap or hand sanitizing gels.
- c. Ensure that surfaces are cleaned at least daily.
- d. Where possible, increase building ventilation and replace filters frequently.

- e. Cancel group activities that encourage close personal contact.
- f. Encourage staff and students to seek medical assistance as soon as symptoms develop.
- g. Discourage the use of shared workspaces such as desks.
- h. Reminding students and staff to cover noses and mouths with a tissue or sleeve when coughing or sneezing and have tissues readily available. Make sure tissues are available in all classrooms and common areas such as libraries and lunchrooms and remind students and staff to dispose of used tissues in waste receptacles.
- i. Conducting frequent sanitary, health & safety inspections of the schools. Encourage staff and the custodial team to wipe down any surfaces that may have been contaminated by saliva or other respiratory secretions.

### **Social Distancing**

Student spacing is a non-medical measure intended to reduce the spread of disease from person-to-person by discouraging or preventing people from coming in close contact with each other. Education on student spacing should be distributed to all staff, students and parents. Student spacing strategies may include:

- Spacing students' desks three (3) feet apart, in small pods or clusters.
- Discouraging prolonged congregation in hallways, lunch rooms etc.
- Limiting group activities and interaction between classes
- Canceling physical education classes, choir or other school activities that place individuals in close proximity.

### **Travel Advisories**

Monitor students and families traveling to high-risk areas. Report to County and Department of Health as advised. Follow exclusionary protocols.

### **School Cleaning**

Disinfecting shared work areas, counters, railings, doorknobs and stair wells should be performed more frequently during the influenza pandemic. Special sanitizing processes beyond routine cleaning, including closing schools to clean every surface in the building are not necessary or recommended to slow the spread of respiratory illness. Schools should follow standard procedures for routine cleaning and disinfecting with an EPA-registered product. Typically, this means daily sanitizing surfaces and objects that are touched often, such as desks, countertops, doorknobs, computer keyboards, hands-on learning items, faucet handles, phones and toys.

### **Absences**

#### **Staff and Students**

Staff and students with known or suspected pandemic influenza should not remain in the district and they should not return until their symptoms resolve.

The Pandemic Response Team shall ensure that all staff members are aware of the signs and symptoms of the disease that prompted the public health emergency. This awareness training shall take the form of departmental meetings, posters, email or district-wide awareness training. The Milltown Schools shall encourage all ill staff members to stay home and seek medical attention. Infected staff shall not return to work until such time that they are symptom free or past the contagious period, as certified by a physician's statement.

Students that display the signs and symptoms for the illness will be sent home after being evaluated by the school nurse. In the event that the student's illness appears to require immediate medical care, the nurse shall call 911. Where possible, all students displaying signs and symptoms of the pandemic illness will be cohorted and separated from the general population until they leave the school. Students shall not return until such time that they are symptom free or past the contagious period. Upon return to school and prior to entering the general population, the student shall present a statement by a physician that they are symptom free and past the contagious period.

Student absences that appear to be part of contagious illness cluster shall be reported to the Superintendent by the Principal.

Students and staff who are out of work/school with a fever are required to be fever free for 24 hours without the use of fever reducing medication to return and must be cleared by the school nurse before returning to class or their assignment.

Students and staff who travel overseas will be required to provide a physician's certificate clearing them to return to school/work when they return from their trip.

### **Transportation**

Student transportation will be conducted in one of three methods. Having the ill student transported by their parents is the ideal. In the event that the parent or guardian cannot pick up an ill student, ambulance transportation should be obtained. In event that a shortage of ambulances arises, the school nurse will make every attempt within her/his scope of practice to make the patient as comfortable as possible. All well students shall be transported in their usual fashion.

## **SCHOOL CLOSURE**

The Superintendent may exercise authority to close schools in response to a potential or identified case in order to thoroughly disinfect the schools. A local school closure for a health related issue would need to be made up in the calendar, as would a closure for inclement weather.

If the NJ Department of Health orders a school closure, then school boards may be able to meet the 180 school-day requirement found in N.J.S.A. 18A:7F-9 by providing

educational services remotely to their students in the event of a public health emergency.

### **Continuity of Instruction**

Both daily and long term assignments will be posted online through familiar learning platforms. Teachers will continue to follow the curriculum using approved resources, with student accountability expected, if physician's note has not been submitted. School buildings may remain open for staff to develop and deliver lessons remotely, according to direction from the NJDOH and NJDOE.

### **Nutrition Plan**

Milltown will provide meals to all K-12 Milltown resident students who are identified as free and reduced lunch eligible. The contracted food vendor will be on site at one school to distribute meals during an hour each day. Meals will be grab and go. Families will receive notification as to the time that students may come to the school and pick up their meal.

### **Special Education Services**

The Child Study Team will continue to conduct IEP meetings through Google Hangouts, write reports, and plan for ESY. The CST will be available by email during the regular school hours during remote learning days.

### **IEP and Section 504**

Modifications: Student learning will be differentiated as per the IEP based on the assignments posted as part of the online instructional program. Our LDT-C will work in close collaboration with our teachers, as usual, to support our student's needs in this virtual learning environment.

Speech: Google Classroom pages will post activities, and paper packets will also be sent home.

Related Services (OT/PT): Therapists will provide home treatment plans and follow-up with parents via email and phone.

Social Groups: Google Classroom will be used to focus on key social skills and personal phone calls will be made to reach out to students according to their counseling schedule.

### **Technology**

Parents will be surveyed to assess home computer and internet access. Students who do not have access to an internet ready device will be provided a district issued Chromebook or similar device with home internet connectivity. If the middle school overstock cannot support the number of families needing to borrow district devices, then families of middle school students who have home connectivity will be contacted to inform them that the students will need to relinquish their district issued devices to needy families for the duration of the school closure period. The devices will be reissued per the original distribution schedule after remote instruction is no longer necessary.

## APPENDIX I

### **Center for Disease Control Procedures**

#### **How Germs Spread**

Illnesses like the flu (influenza) and colds are caused by viruses that infect the nose, throat, and lungs. The flu and colds usually spread from person to person when an infected person coughs or sneezes.

#### **How to Help Stop the Spread of Germs**

Take care to:

- ✓ cover your mouth and nose when you sneeze or cough
- ✓ clean your hands often
- ✓ avoid touching your eyes, nose or mouth
- ✓ stay home when you are sick and check with a health care provider when needed
- ✓ practice other good health habits

#### **Cover your mouth and nose when you sneeze or cough**

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.

#### **Clean your hands often**

When available, wash your hands – with soap and warm water – then rub your hands vigorously together and scrub all surfaces. Wash for 15 to 20 seconds. It is the soap combined with the scrubbing action that helps dislodge and remove germs. 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 a gel, rub the gel in your hands until they are dry. The gel doesn't need water to work; the alcohol in the gel kills germs that cause colds and the flu.

#### **Avoid touching your eyes, nose or mouth**

Germs are often spread when a person touches something that is contaminated with germs and then touches their eyes, nose or mouth. Germs can live for a long time (some can live for 2 hours or more) on surfaces like doorknobs, desks and tables.

Stay home when you are sick and check with a health care provider when needed. When you are sick or have flu symptoms, stay home, get plenty of rest, and check with a healthcare provider as needed. The Milltown Schools may require a doctor's note for an excused absence. Remember: Keeping your distance from others may protect them from getting sick. Common symptoms of the flu include:

- fever (usually high)
- headache
- extreme tiredness

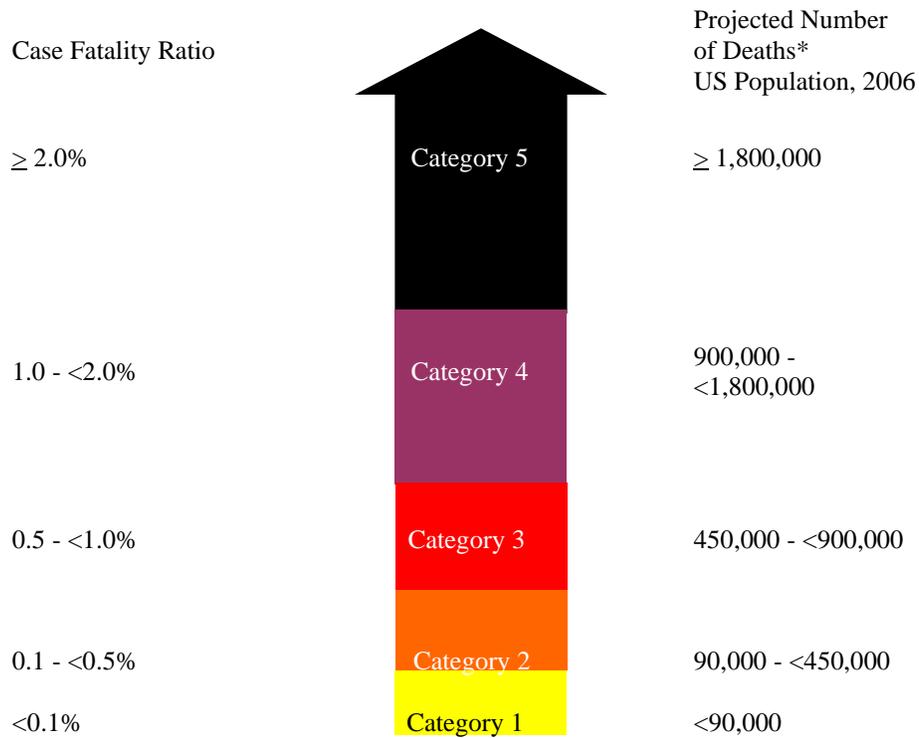
- cough
- sore throat
- runny or stuffy nose
- muscle aches, and
- nausea, vomiting and diarrhea, (much more common among children than adults)

## APPENDIX II

Source: "WHO global influenza preparedness plan."

[http://www.who.int/entity/csr/resources/publications/influenza/GIP\\_2005\\_5Eweb.pdf](http://www.who.int/entity/csr/resources/publications/influenza/GIP_2005_5Eweb.pdf)

### CDC Pandemic Severity Index

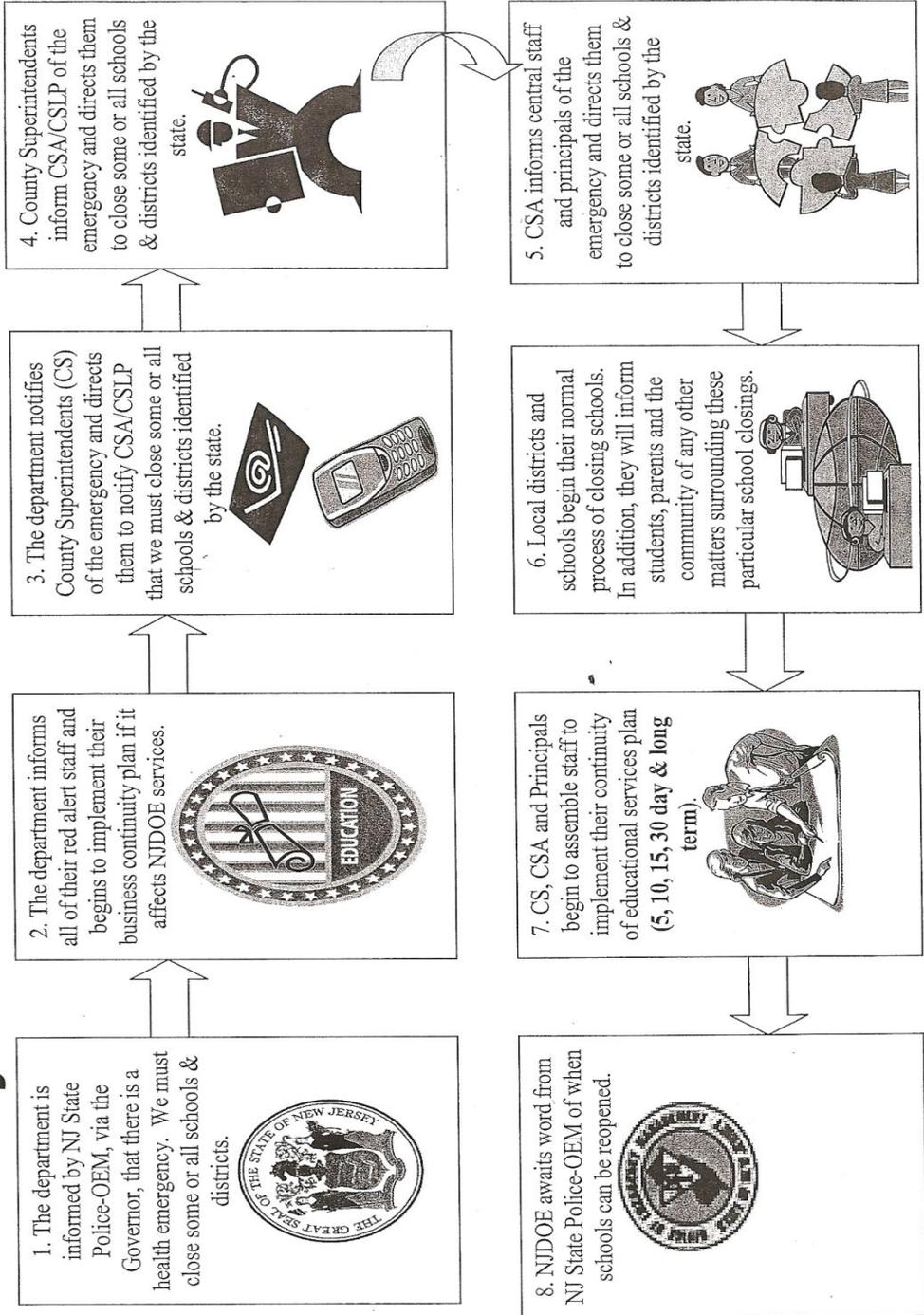


\*Assumes 30% illness rate and unmitigated pandemic without interventions

Source: "CDC Pandemic Severity Index." <http://www.pandemicflu.gov/plan/panflureport4.pdf>

APPENDIX III

# NJDOE Communication Protocol



## APPENDIX IV

### National Alert and Informational Documents

#### Glossary of Terms

<b>Coronavirus</b>	Coronaviruses are a family of viruses that frequently cause respiratory illnesses such as the common cold. Coronaviruses tend to circulate in the fall and winter months, similar to influenza. Most people get infected with these viruses at some point in their lives.
<b>Avian influenza</b>	Avian influenza, also referred to as bird flu, is a disease of birds (e.g. ducks, chickens). Between 2003 and 2006 the H5N1 avian influenza virus has infected millions of birds. Although it is primarily a disease of birds a small number of people have also been infected after having close contact with birds. Also see influenza, seasonal influenza, and pandemic influenza.
<b>Contact</b>	A contact is a term used to refer to someone who has been in close proximity with an individual who is, or is suspected of being, infected with an infectious disease like influenza.
<b>H5N1</b>	H5N1 is the latest avian influenza virus subtype of concern and there appears to be little human immunity to it. The predominant winter strain of human influenza is H3N2. Most adults have some partial immunity to this strain, which caused a pandemic in 1968 when it evolved from avian influenza.
<b>Hand hygiene</b>	Hand hygiene is a term that applies to the cleaning of one's hands. This is usually done with soap and water, hand sanitizer, or hand wipes. To kill an influenza virus hands must be washed with soap and water for 15 seconds and hand sanitizers or wipes must be used for 10 seconds and have an alcohol content of at least 60%.
<b>Human-to-human transmission</b>	Human-to-human transmission refers to the ability of infectious diseases to be passed continuously from one person to another. Some viruses can be transmitted between animals (animal-to-animal), some can be transmitted from animal-to-human (and vice versa), and some can be transmitted from human-to-human.
<b>Infection control</b>	Infection control is broad term used to describe a number of measures designed to detect, prevent, and contain the spread of infectious disease. Some measures include hand washing, respiratory etiquette, use of personal protective equipment (PPE), prophylaxis, isolation, and quarantine.

<b>Infectious disease</b>	An infectious disease, or communicable disease, is caused by the entrance of organisms (e.g. viruses, bacteria, fungi) into the body which grow and multiply there to cause illness. Infectious diseases can be transmitted, or passed, by direct contact with an infected individual, their discharges (e.g. breath), or with an item touched by them.
<b>Influenza</b>	Influenza is a viral disease that causes high fever, sore throat, cough, and muscle aches. It usually affects the respiratory system but sometimes affects other organs. It is spread by infectious droplets that are coughed or sneezed into the air. These droplets can land on the mucous membranes of the eyes or mouth or be inhaled into the lungs of another person. Infection can also occur from contact with surfaces contaminated with infectious droplets and respiratory secretions. Also see seasonal, avian, and pandemic influenza.
<b>Isolation</b>	Isolation is when sick people are asked to remain in one place (e.g. home, hospital), away from the public, until they are no longer infectious.
<b>Pandemic influenza</b>	A pandemic influenza, or pandemic flu, occurs when a new subtype of influenza virus: 1) develops and there is little or no immunity (protection due to previous infection or vaccination) in the human population; 2) it is easily passed from human to human; 3) is found in many countries; and, 4) causes serious illness in humans. Also see influenza, seasonal influenza, and avian influenza.
<b>Personal Protective Equipment (PPE)</b>	PPE is specialized clothing or equipment worn to protect someone against a hazard including an infectious disease. It can range from a mask or a pair of gloves to a combination of gear that might cover some or all of the body.
<b>Prophylaxis</b>	Prophylaxis is an infection control measure whereby antimicrobial, including antiviral, medications are taken by a healthy individual (e.g. nurse, contact) to prevent illness before or after being exposed to an individual with an infectious disease (e.g. influenza).
<b>Quarantine</b>	A quarantine is when people who have been in close proximity to an infected person, but appear healthy, are asked to remain in one place, away from the general public, until it can be determined that they have not been infected.

<b>Respiratory etiquette</b>	Respiratory etiquette, or good coughing and sneezing manners, is one way of minimizing the spread of viruses which are passed from human-to-human in the tiny droplets of moisture that come out of the nose or mouth when coughing, sneezing, or talking. Healthy and sick people should cover their nose and mouth when sneezing, coughing, or blowing their nose and then put the used tissue in the trash to prevent the spread of germs.
<b>Seasonal influenza</b>	Seasonal influenza, commonly referred to as the flu, is an infectious disease. In the United States, flu season usually occurs between December and March. The influenza virus is one that has the ability to change easily; however, there is usually enough similarity in the virus from one year to the next that the general population is partially immune from previous infection or vaccination. Each year experts monitor the influenza virus and create a new vaccine to address changes in the virus. For this reason, people are encouraged to get a flu shot each year. Also see influenza, avian influenza, and pandemic influenza.
<b>Social distancing</b>	Social distancing is an infection control strategy that includes methods of reducing the frequency and closeness of contact between people to limit the spread of infectious diseases. Generally, social distancing refers to the avoidance of gatherings with many people.

(Adopted from San Francisco “Pandemic Influenza Continuity of Operations Guide & Template”)

## APPENDIX V

When notifying parents, keep the following points in mind:

- ✓ Keep children who are sick at home. Don't send them to school.
- ✓ Teach your children to wash hands often 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 fever free for a minimum of 24 hours and illness symptoms are dramatically improved.
- ✓ 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 (Advil) 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.

## APPENDIX VI

### Tips for parents on coping with pandemic flu

Plan for an extended stay at home during a flu pandemic.

- Ask your employer about how business will continue during a pandemic.
- Ask your employer if you can work from home during a flu 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.
- Ask the school administration how lessons will be conducted/resumed in the event of school closures.

Items to have on hand for an extended stay at home:

<b>Examples: Non-Perishable Foods</b>	<b>Health and Emergency Supplies</b>
Ready to eat canned meats, fruits, vegetables, soups	Prescribed medical supplies such as glucose and blood pressure monitoring
Protein or fruit bars	Soap and water or alcohol based hand wash
Dry cereal or granola	Medicines for fever, such as acetaminophen (Tylenol) or ibuprofen (Advil)
Peanut butter and jelly	Thermometer
Dried fruit, nuts, trail mix	Vitamins
Crackers	Fluids with electrolytes, such as Pedialyte®
Canned juices	Flashlight with extra batteries
Bottled water	Portable radio with extra batteries
Canned or jarred baby food	Manual can opener
Baby formula	Garbage bags

If someone in your home develops flu 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 (Advil) 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 Middlesex County Board of Social Services' website at:

<http://middlesexsocialservices.com/> or visit the federal government's pandemic flu website: <http://www.pandemicflu.gov>

## Authorities and References

The New Jersey Department of Education has established a protocol for closing schools if there is a pandemic or infectious disease outbreak. However, if the Governor has not ordered school closures, but the New Jersey Pandemic Influenza Task Force (PIRT) or the Department of Health and Senior Services recommends closure, the Commissioner of Education will convene the department's essential staff to assess and make recommendations to the Governor about the needed response. NJDOE in consultation with the Governor's Office, PIRT and NJDHSS will determine if all or some school districts should be directed to close and implement their protocols for closing.

APPENDIX VII

LOCAL AND STATE AGENCY EMERGENCY CONTACTS

<b>AGENCY</b>	<b>PHONE NUMBER</b>
Police Department	(732) 828-1100
State of NJ Water Quality	(609) 292-4396
NJ Dept. of Agriculture	(609) 292-8896
County Health Dept.	(732) 745-3100
Food and Drug Administration	(703) 739-3900
Homeland Security	(202) 456-1111
Environmental Protection Agency	(202) 260-2090

