

**Oxford Township School District
Oxford Township, New Jersey**

HEALTH-RELATED PREPAREDNESS PLAN

**Approved by the Oxford Township Board of Education
Approved by the Department of Education, March 9, 2020
Implemented March 16, 2020**



**Oxford Central School
17 Kent Street
Oxford, New Jersey 07863**

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PLANNING ASSUMPTIONS

Pandemic influenza is a global outbreak of disease that occurs when a new influenza virus appears in humans, causes serious illness, and then spreads easily from person to person worldwide. This planning document has been designed to ensure that Oxford Township School District is prepared to implement an effective response system before an influenza pandemic arrives and to make appropriate accommodations if the influenza is identified. The Oxford Township School District takes proactive measures to protect the safety of all our students and staff members. The intent of the plan is to minimize the negative effects of such outbreaks and to maintain the instructional/learning process of the school as well as all other operational and non-instructional functions. This plan was developed in close collaboration between school administration and personnel, the Warren County Health Department, and the New Jersey Department of Health and Senior Services.

EMERGENCY CONTACTS:

New Jersey Department of Health	800-367-6543
Warren County Health Department	908-475-7960
Robert Magnuson, CSA	908-453-4101 (W) 570-688-6365 (C)
Nancy DeRiso, Business Administrator	908-453-4101, x2105
Julie Rienzi, Director of Special Services	908-453-4101, x2104
Barbara Svercauski, RN, School Nurse	908-453-4101, x2106
Rob Causton, Lead Teacher	908-453-4101, x1445

Pandemic Flu Committee:

Robert Magnuson, Chief School Administrator
Nancy DeRiso, Business Administrator
Julie Rienzi, Director of Special Services
Barbara Svercauski, RN, School Nurse
Carrie Tate, Head Custodian
Carol Halloran, Main Office

I. Planning and Coordination:

A. Who is responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan?

1. If there is a statewide alert regarding a health concern, notification for declaring a public health emergency will be authorized by the governor of New Jersey officially activating the district's pandemic influenza response plan through the Chief School Administrator(CSA)/ designee.
2. If there is a local alert regarding a health concern, notification for declaring a public health emergency will be authorized by the Warren County Health Officer/designee who would then officially notify the CSA /designee who would then be responsible for activating the district's pandemic influenza response plan.
3. If there is a concern regarding a health issue within the school building, the school nurse will inform the CSA, who in turn authorizes the nurse to contact the proper health officials at the Warren County Health Department. The district's pandemic influenza response plan may be put into effect by the CSA /designee at that time.

Contacts:

New Jersey Department of Health	800-367-6543
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B. Who is responsible for executing the community operational plan from a public health perspective, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid?

1. If there is a local alert regarding a health concern, Warren County Health Department Officials are responsible for executing the community operational plan as it specifically relates to public health, especially those for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.

2. Warren County Health Officials will notify school administration and the school nurses of concerns and desired actions, if necessary. The district's pandemic influenza response plan would be put into effect by the CSA /designee at this time.
3. Any staff member or student identified in the school as being ill will be isolated in the school health office. If several individuals are identified, they will be isolated in the Health Office. If multiple cases present, an alternate location will be considered. Possible sites for consideration include the Principal's Office or an empty, monitored classroom. The Warren County Health Department shall be notified by school administration of any such instance. Only individuals needed for the care of an individual in the room may enter. If deemed necessary, protective mask, gown, and gloves will be worn by anyone entering the room, including those suspected to be ill. Additional supplies may be obtained through Warren County Office of Emergency Management (908-835-2049).

C. Who is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan?

1. The district's pandemic flu committee, which includes the school nurse, and led by the CSA, will work cooperatively with lead emergency response agencies, county public health representatives, school health and mental health professionals, teachers, and parent representatives.
2. The CSA is responsible for articulating strategic priorities based on the information shared by the school nurse with regard to the current health situation and will oversee the operation of the district plan.
3. The chain of command in the absence of the CSA will be the Business Administrator, followed by the Director of Special Services and the Lead Teacher.
4. The district committee will meet periodically to review and revise the pandemic plan, if necessary.

D. What is the line of authority and common terminology and procedures to be followed in response to an incident?

1. The CSA is the school authority who will put the pandemic plan into effect based on the directive or information from either the county and/or state health department or the school nurse. The incident command structure can be viewed in Appendix A.

2. The CSA and school nurse will work closely with the county/state health department, the County Department of Education, and other community partners to manage the execution of the district's pandemic flu plan.
3. The CSA will share pertinent information with the board of education and principals to appropriately execute the pandemic plan.
4. If the community needs to be contacted, an administrator/designee will utilize the automated notification system to alert parents and community regarding health concerns.
5. Common terminology and procedures to be followed will be shared by the Principal at staff meetings to ensure understanding.

E. Who is responsible for planning and executing specific components of the operational plan?

1. The school nurse will inform the school administration if there is a substantial increase in absenteeism among students or health concerns. If warranted and requested, each week the school nurse will submit an Influenza-Like Illness (ILI) Surveillance Report to the Warren County Health Department.
2. The school nurse is the individual responsible for making initial contact to the Warren County Health Department.
3. This information will be shared with the Chief School Administrator.
4. The CSA and school nurse will manage the execution of the district's pandemic flu plan as per information received from the proper health officials.
5. The CSA will immediately inform all staff so that they may appropriately execute the pandemic plan.
6. If the community needs to be contacted, then an administrator/designee will use the electronic notification system to inform parents and the community regarding health concerns and what actions need to be taken.

F. Is the pandemic plan coordinated with the County's pandemic plan?

1. The CSA and school nurse continue to work closely with the Warren County Health Department to coordinate the school's pandemic plan with the community plan.
2. School Administration will continue to work to ensure that the district's plan is coordinated with the State Department of Education plan.

G. How will the linkages between the district, local/state health departments, and state education department be tested?

1. The CSA will continue to work with the county/state health department and the state education department to check for updated contacts and any other needed informational updates and/or changes.
2. The district will continue to work with all respective local/county/state stakeholders to ensure continued linkage within the incident command system.

H. Contribution to community planning initiatives that include surge capacity of healthcare and other services to meet the needs of the community.

1. The district will contribute to the County operational plan for surge capacity of healthcare and other services to meet the needs of the community if required by appropriate local and county emergency management officials.
2. This service will be coordinated through the CSA, school nurse, and maintenance personnel.

I. Incorporate the requirements of students with special needs as well as those who do not speak English as their first language

1. Students that do not speak English as their first language will have messages interpreted to them by the school languages instructor or any individual that may speak that particular language.
2. Currently, Oxford Township does not have any special juvenile facilities in the district that would need to be incorporated into this plan.

J. District participation in exercises of the community's pandemic plan

1. District personnel including CSA, the school administration, and the school nurse will participate in any exercises of the community's school pandemic plan.

K. Working to address the provision of psychosocial support services for the staff, students, and their families during and after a pandemic

1. The district will work with the Warren County Health Department and the Warren County Department of Human Services to address the provision of

psychosocial support services for the staff, students, and their families during and after a pandemic.

2. This intervention will be accomplished by offering services of the school counselor, school psychologist, and/or school social worker.

L. Working in concert with the Warren County Health Department to alert them when a substantial increase in absenteeism has occurred among students

1. The school nurse will inform school administration if there is a substantial increase (15%) in absenteeism among students or health concerns.
2. The school nurse is the individual responsible for making initial contact to the Warren County Health Department.
3. This information will be shared with the Chief School Administrator.

M. Testing and revising the plan

1. The CSA will work with the Pandemic Flu Plan committee and the Warren County Health Department to review the pandemic plan and will revise it periodically as needed.
2. **Revisions may be triggered by recommendations of state/county officials or by code changes.**

N. Share with other LEA's to improve community response efforts

1. The CSA will be in contact with Superintendents from sending district schools to share information regarding plan development and execution and to better organize community response efforts.

II. Continuity of Student Learning and Core Operations:

A. 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. Virtual/ remote instruction to be used to meet the 180-day school day requirement. Oxford BOE: April 23, 2020.

Student Absences:

1. If individual students or small numbers of students become ill due to a pandemic outbreak, the school will conduct business as usual with a greater awareness on hygiene so as not to expand the illness, while monitoring

- potential cases. This will be dependent upon how virulent the strain of influenza is. If the Health Department presents a written directive that the school should close, the school will be shut down. The length of time will be determined by the state health authorities.
2. If a substantial number of students become ill due to a pandemic, school may close. This decision will be determined by the CSA /designee based on guidance received from the Warren County Health Department. The ultimate decision to close the school will be made by the CSA /designee in discussion with state health officials.
 3. All extracurricular activities would be postponed or cancelled as a result of a pandemic outbreak. If illness related absenteeism rises about 15%, extra-curricular activities will be suspended until further notice. This decision will be made by the CSA /designee.
 4. Continuity of lessons will ensue via previously sent home assignments, email, school web page, and phone calls. Lessons should be planned per grade level. Staff in grades 5th – 8th will continue classes via Google Classroom. Kindergarten – 4th grade will utilize email notices to parents. Students in grades KG-8 will be provided with a minimum of two (2) hours of instruction/work per day. Student work will be submitted based on the plan set up by the teacher. Virtual/ Remote instruction to meet 180 school day requirement.

Printed resources may be available for parents to pick up at school. This will be completed on a schedule to be determined. Students will be instructed to bring home all necessary materials at the end of each day. Math workbooks and reading anthologies will be sent home daily with all appropriate grade levels. This will include leveled reading books.

5. Nutritional services will be provided to students pre-qualified to receive free or reduced lunch accommodations. Maschio's will provide lunch for F/R students. These will be distributed from the school building. A consultation with Maschio's will determine a schedule for delivery.

Staff Absences:

1. Individual staff members would be covered by substitutes in the school, short or long term.
2. If a substantial number of staff members become ill and an adequate number of substitute teachers cannot be obtained, the school will be closed. The decision to close the school will be made by the CSA /designee.

3. School may be closed if the school nurse or a substitute is unavailable.

B. Procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone broadcasts, electronically-mailed lessons and assignments, instruction via Chromebooks) in the event of district school closures

Student Absences:

1. If a substantial number of students become ill forcing school closure, every attempt will be made to continue with the teaching/learning process through the school website, teacher email to parents, phone calls made by the teachers, social media accounts, Google Classroom (grades 5-8). If this is not possible, plans may be considered to extend the school year once school reopens, including attending on Saturdays or scheduled holidays.
2. Staff should attempt to obtain and acquire email addresses of students in their classrooms to ensure continuity of operations if possible and to establish a continued means of communicating with parents/families when the school is closed.
3. Perfect attendance reward/ award will be discontinued at Oxford Central School as of 2006.
4. Special education modifications, including alternative assignments in varied format, will be provided as warranted. Compensatory services will be provided at a later date.
5. Equitable access to materials and resources will be provided for all students of the district.

Staff Absences:

1. If a substantial number of staff members become ill forcing school closure, every attempt will be made to continue with the teaching/learning process through the school website, teacher email to parents, phone calls, mass email, or Google Classroom. If this is not possible, plans may be considered to extend the school year once school reopens, including attending on Saturdays or scheduled holidays.

C. Operations plan for essential central office functions including payroll and ongoing communication with students and parents

Payroll:

1. Central office functions such as payroll can be handled through direct deposits if teachers are absent for extended periods of time due to a pandemic.
2. If the school is closed due to a pandemic, the Business Administrator will be able to operate and process payroll as our business office can work remotely.
3. The Secretary to the Business Administrator, followed by the Chief School Administrator, will complete this task if the Business Administrator is incapacitated following the health protective measures noted above.
4. If the central office building cannot be occupied, payroll information, including proper software will be made available to be completed at an alternate site.
5. Ongoing communication with students and parents can be accomplished through a variety of avenues such as emails, local television, radio, or newspaper messages, phone calls through the electronic notification system, and/or the school website, social media contacts and Google Suite for Education.

III. Infection Control Policies and Procedures:

A. Procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette) will be utilized

1. The Health instructors and classroom teachers will continue to promote respiratory hygiene/cough etiquette and hand hygiene such as:
 - Washing hands frequently with soap and water or an alcohol-based hand cleaner.
 - Cover mouth and nose with a tissue when you cough or sneeze (Students may need to bring own supply of tissues to limit spread of illness.)
 - Place used tissues in proper waste receptacle.
 - Cough or sneeze into your upper sleeve if you do not have a tissue.
 - Clean your hands after coughing or sneezing. Use soap and water or an alcohol-based hand cleaner.
 - Staff and students will be encouraged to stay home if they are sick.
 - Three times a day, staff and students will take time for hand-washing.
2. Posters reinforcing hand washing and hygiene will also be displayed prominently.
3. The school nurse will continue to reinforce the importance of good hygiene through the daily notices throughout the year.

4. Students who become ill should not stay in the classroom.
5. No assemblies will be held during a significant outbreak.

B. Infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal)

1. Custodial staff will make sure that all restrooms will have a sufficient supply of hand soap/sanitizers and paper towels with proper receptacles for their disposal.
2. Custodial staff will make sure that all classrooms and offices will be equipped with a sufficient supply of tissues and proper receptacles for their disposal.
3. Custodial staff will make sure that all garbage bags are changed on a daily basis in classrooms, restrooms, and offices.
4. Custodial staff will maintain hand sanitizers in the building. Teachers will notify custodial staff if restocking is needed.
5. Desks will be cleaned with appropriate solutions and applicators in areas where illnesses are noted. All surfaces will be cleaned as warranted.

C. Procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave)

1. Students may return to school upon meeting requirements outlined by our government agency. This will be done without being punitive with regard to making up days. Consideration will be given to retention/promotion based upon the student's ability to master grade level content and an examination of the documented reasons for the student's absences.
2. Staff sick leave absences due to a pandemic situation that result in the exhaustion of all of a staff member's allotted sick leave will be discussed between the teachers' union and the board of education.

D. Sick leave policies for staff and students suspected to be ill or who become ill at school

1. Students suspected of being ill or who become ill at school will be sent to the health office for evaluation by the school nurse. Students will be isolated in the health office and if determined to be pandemic related, will be sent home and may only return after being fever free for 24 hours without the use of medicine.

2. Staff suspected to be ill or who become ill at school will be sent to the health office for evaluation by the school nurse. The district Board of Education and administration will work cooperatively with the local education association to address the needs of individual staff members whose sick leave has become exhausted as a direct result of a pandemic situation.

E. Transporting ill students

1. Students falling ill while at school will be transported home or to the hospital by their parents. Students will not be permitted to ride the school bus home.
2. In severe cases, an ambulance may be called to transport students.
3. Telephone calls will be made by the school nurse/or designee.

The school's pandemic influenza committee will continue to focus on:

1. Promoting social distancing. Keeping sick students, faculty, and staff away from school while they are infectious.
2. Promoting respiratory hygiene/cough etiquette and hand hygiene as for any respiratory infection.
3. School custodians will ensure that materials for respiratory hygiene/cough etiquette (i.e., tissues and receptacles for their disposal) and hand hygiene are available.
4. Educational messages and infection control guidance for pandemic influenza will be made available for distribution when possible.
5. Social distancing for instances of influenza-like illness.

IV. Communications Planning:

A. Meeting communication needs including regular review, testing, and updating of communication plans

1. Ongoing evaluation of communication with students and parents will be made. This communication can be accomplished through a variety of avenues such as mailings, email, local television or newspaper messages, phone calls through the electronic notification system, and/or school website. Communication systems will be evaluated for effectiveness throughout the year as these avenues are used for other communication purposes.

B. Communication with staff, students, and families, including lead spokespersons and links to other communication networks

1. The CSA will be the person responsible for communicating messages within the building.
2. Parents of affected students will be contacted by the school nurse.
3. If a pandemic situation should arise with several students affected requiring immediate parent notification, parents will be contacted immediately through use of the electronic notification system.
4. The CSA and/or the school nurse are the ones responsible for communicating with the proper Warren County Health Department Official(s).
5. The CSA /designee is the person responsible for communicating with any other community officials regarding procedures to be followed.
6. Sample letters to effectively communicate with parents can be found in Appendices B, C, D, and E, respectively.

Note: This communication can be accomplished through a variety of avenues such as mailings, email, local television, radio, or newspaper messages, phone calls, school website, social media or through use of the electronic notification system.

C. Language, culture, and/or ethnic groups and the dissemination of public health messages within the community

1. The Main Office will be responsible for making sure that the appropriate language(s) for the district's student body/population will be identified to ensure proper communication of public health messages, whenever possible.
2. The world languages instructor, or others proficient in required languages will assist the main office with translating messages for identified families.

D. Platforms for communicating pandemic status and actions to school district staff, students, and families

The communication of necessary health messages can be accomplished through a variety of avenues such as mailings, email, local television, radio, or newspaper messages, social media, phone calls via the emergency notification system and school website and these avenues will be evaluated periodically for their effectiveness.

1. The CSA /designee and the web master are the persons responsible for ensuring that the appropriate messages are posted on the school's website.
2. The CSA /designee is the person responsible for ensuring that the appropriate messages are communicated through school mailings.
3. The CSA /designee is the person responsible for ensuring that the appropriate messages are communicated through local radio and television.
4. The CSA/designee is the person responsible for ensuring that the appropriate messages are communicated to parents via the emergency notification system.

E. Communications contacts of key public health and education stakeholders required to provide regular updates regarding the influenza pandemic

Contacts:

New Jersey Department of Health	800-367-6543
Warren County Health Department	908-475-7960
Robert Magnuson, CSA	908-453-4101/ 570-688-6365 (C)
Nancy DeRiso, Business Administrator	908-453-4101, x2105
Julie Rienzi, Director of Special Services	908-453-4101, x2104
Barbara Svercauski, RN, School Nurse	908-453-4101, x2106
Rob Causton, Lead Teacher	908-453-4101, x1445
Warren County Dept. of Education	908-689-0464

F. Use of redundant communication systems/channels that allow for the expedited transmission and receipt of information

1. The CSA is the person responsible for ensuring that the appropriate messages are communicated through redundant communication systems/channels that allow for the expedited transmission and receipt of information.

G. Where to find up-to-date and reliable pandemic information from federal, state, and local public health sources

1. Educational messages and infection control guidance for pandemic influenza will be made available for distribution through email, weekly newsletters, social media, the district website, and/or the Warren County Health Department and NJ Department of Health and Senior Services websites.

H. Dissemination of information about the LEA's pandemic influenza preparedness and response plan with regard to continuity of instruction, community containment measures, etc.

1. The principal is the person responsible for district's pandemic influenza preparedness and response plan with regard to appropriately disseminating information to the school community regarding continuity of instruction measures.
2. This information will be made available through email, weekly newsletters, social media, the district website, and the Warren County Health Department and NJ Department of Health and Senior Services websites.

I. Dissemination of information from public health sources covering routine infection control, pandemic influenza fundamentals, as well as personal and family protection and response strategies

1. The CSA and school nurse are the district personnel responsible for the dissemination of information from public health sources covering routine infection control such as hand hygiene, cough/sneeze etiquette, pandemic influenza fundamentals such as signs and symptoms of influenza, and modes of transmission as well as personal and family protection and response strategies such as guidance for the at-home care of ill students and family members.
2. This communication will be made available through electronic mailings, email, weekly newsletters, the district website, and the Warren County Health Department and NJ Department of Health and Senior Services websites.

J. Potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly

1. The CSA, administrative staff, school psychologist, school social worker and the school nurse are the district personnel who are prepared to mitigate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.
2. This can be done by holding meetings with appropriate community stakeholders and public health officials.

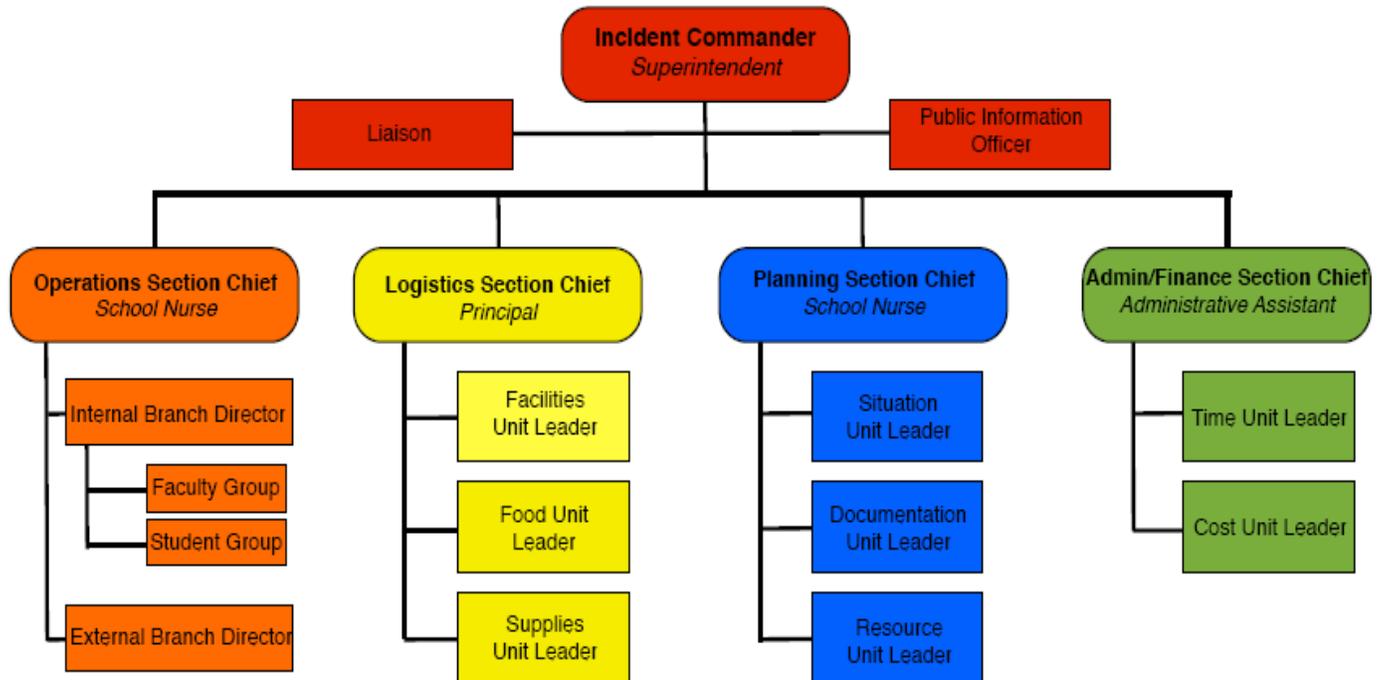
WEBSITES FOR ADDITIONAL INFORMATION: As of March 2020

www.pandemicflu.gov

www.CDC.gov

<https://www.nj.gov/health/cd/topics/ncov.shtml>

Appendix A – Incident Command Structure



NJ Department of Emergency Preparedness

Appendix B – Sample Letter to Parents – Initial Outbreak

Dear Parents:

This letter will give you information about a flu (**insert pandemic outbreak**) outbreak in the Oxford Township School District. Every year, some people get sick with the flu during the fall and winter months. This year, there is a new flu virus that is making many people in our area sick. So many people are sick in the Oxford Township, the State of New Jersey, and in the United States that health officials call it a “pandemic flu.”

Many students and teachers in our school are sick with the flu. We hope they will all recover quickly. 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.

At this time, the county 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.

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:

- 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 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.
- **Stock up on non-perishable food items now. These can be used for lunches in the event of a lengthy school closing.**

-
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. This is called social distancing. Begin planning now for childcare in your home.

Recommendations may change during the course of a pandemic flu outbreak.

If you have questions, please contact one of our school nurses, or your healthcare provider. You can get more information from the New Jersey Department of Health and Senior Services web page at www.state.nj.gov/health or at www.cdc.gov.

Appendix C – Sample Letter to Parents – Expanded Outbreak

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 flu virus. Still the county health department tells us that students who are not ill can continue to attend school. The schools will remain open. 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. We will keep you updated with any important information.

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:
 - o Have them drink a lot of liquid (juice, water).
 - o Keep the ill person as comfortable as possible. Rest is important.
 - o For fever, sore throat, and muscle aches in adults, consider using ibuprofen (Motrin) or acetaminophen (Tylenol). Do not use aspirin with children or teenagers; it can cause Reye's syndrome, a life-threatening illness.
 - o Keep tissues and a trash bag within reach of the sick person.
 - o Be sure everyone in your home washes his or her hands frequently.
 - o Always contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact your healthcare provider right away.

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. Address these issues with your employers if they have yet to provide guidance in this area. They will be affected also. Please inform the Main Office if you are not able to access the Internet from at least one computer or electronic device in your home. This must be done by _____.

Thank you.

Appendix D – Sample Letter to Parents – School Closure

Dear Parents:

Public health officials have recommended that the Oxford Township School District/ Oxford Central School close. This recommendation is because of the pandemic flu situation in our community. **The Oxford Township School District is immediately closed until further notice, and children should stay home.** The school may be closed for days or even weeks to reduce contact among children and to 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 flu 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 in adults consider using 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 his or her hands frequently.
- Keep the people who are sick with the flu away from the people who are not sick.
- Always contact a healthcare provider for further advice. If the ill person is having difficulty breathing or is getting worse, contact your healthcare provider right away.

For more information, call your healthcare provider or visit www.state.nj.us/health or www.cdc.gov.

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

Appendix E – Sample Letter to Parents – School Re-Opens

Dear Parents:

Public Health Officials declared the pandemic flu is presently at a point where children may now go back to school. 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 flu virus. Health officials say that pandemic flu outbreaks sometimes happen in waves. This means more people could soon become sick 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 anxiously look forward to return of your children.

Thank you.

Appendix F – Tip for Parents in Dealing 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 learning materials 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

- ~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
- ~Baby formula
- ~Pet food

Health and emergency supplies

- ~Prescribed medical supplies such as glucose and blood pressure monitoring
- ~Soap and water or alcohol based hand wash
- ~Garbage bags
- ~Tissues, toilet paper, diapers
- ~Thermometer
- ~Vitamins
- ~Fluids with electrolytes, such as Pedialyte®
- ~Canned or jarred baby food
- ~Acetaminophen or Ibuprofen

If someone in your home develops flu symptoms (fever, cough, muscle aches):

- ✓ Encourage family members who are ill to drink plenty of fluids.
- ✓ Keep the ill person as comfortable as possible. Rest is important.
- ✓ For adults with fever, sore throat, and muscle aches, consider using 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.
- ✓ Always 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 www.state.nj.us/health or www.cdc.gov.

Appendix G – News Release – Schools Open

For Immediate Release (Date)

Contact: Robert Magnuson, CSA
Phone: 908-453-4101

Parents Should Be Prepared for Possibility of School Closing Due to Pandemic

The Oxford Township School District remains open despite the pandemic flu outbreak in the county, but parents are asked to prepare for possible closures if the virus continues to spread. School and county health officials are working together to monitor the situation and parents will be updated with any important information.

“At this time, 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,” said Robert Magnuson, Chief School Administrator.

If the pandemic flu continues to spread and more students become ill, health officials say they may need to order schools closed for a period of time. They urge parents to begin planning now for childcare in their home.

Health officials say parents can help protect their children and prevent the spread of pandemic flu as they would colds and seasonal 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. 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.

Health officials point out that recommendations may change during the course of a pandemic flu outbreak. For school updates, parents can call the school at 908-453-4101. For more information on pandemic flu, please visit www.state.nj.us/health or www.cdc.gov.

Appendix H – News Release – School Closure

For Immediate Release (Date)

Contact: Robert Magnuson, CSA
Phone: 908-453-4101

Public Health officials have recommended the closure of schools as a result of the pandemic flu outbreak in the county.

Schools may be closed for a period of time - days or even weeks. Because it is unsafe for large groups of people to gather, health officials warn people to stay away from shopping malls, community centers, and other places where germs can be spread.

“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 the health department to deal with the situation and will keep parents updated with any important information,” said Robert Magnuson, Chief School Administrator.

According to the Warren County Health Department, the purpose of closing schools is to limit contact among children to decrease their risk of getting sick and to limit the spread of infection.

Because so many people are sick with the flu, health officials acknowledge that it may be hard to get a doctor’s appointment, go to a clinic or even be seen in a hospital emergency room. They provided some tips for residents to care for the sick at home:

- Have them drink plenty of liquids (juice, water).
- Keep the sick person as comfortable as possible. Rest is important.
- For adults with fever, sore throat, and muscle aches, consider using ibuprofen (Motrin) or acetaminophen (Tylenol). Do not use aspirin in 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 his or her hands frequently.
- Keep the people who are sick with the flu away from the people who are not sick.

Health officials point out that recommendations may change during the course of a pandemic flu outbreak. For school updates, parents can call the school at 908-453-4101, or visit our website at www.oxfordcentral.org. For more information on pandemic flu, please visit www.state.nj.us/health or www.cdc.gov.