

I. Phases of Pandemic

The World Health Organization (WHO), the medical arm of the United Nations, has developed a global preparedness plan that includes a classification system for guiding planning and response activities for a pandemic. This classification system is comprised of six phases of increasing public health risk associated with the emergence and spread of a new virus subtype that may lead to a pandemic. The Director-General of WHO formally declares the current global pandemic phase and adjusts the phase level to correspond with pandemic conditions around the world. For each phase, the global preparedness plan identifies response measures WHO will take, and recommends actions that countries around the world should implement.

Pandemic Phases	Public Health Goals	Local Public Schools Goals
Inter-Pandemic Period Phase 1 – No new virus subtypes detected in humans. A virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human infection or disease is considered low. Phase 2 – No new virus subtypes detected in humans. However, a circulating animal virus subtype poses a substantial risk of human disease.	Strengthen pandemic preparedness at all levels. Closely monitor human and animal surveillance data. Minimize the risk of transmission to humans; detect and report such transmission rapidly if it occurs.	Ensure that staff members and students be trained in preventative measures such as respiratory etiquette, universal precautions, and proper handwashing techniques. Minimize the risk of transmission to humans; ensure that staff members understand detection and reporting guidelines and report rapidly as required.
Pandemic Alert Period Phase 3 – Human infection(s) are occurring with a new subtype, but no human-to-human spread, or at most rare instances of spread to a close contact. Phase 4 – Small cluster(s) of human infection with the limited human-to-human transmission, but the spread is highly localized, suggesting that the virus is not well adapted to humans. Phase 5 – Larger cluster(s) of human infection but the human-to-human spread is localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).	Ensure rapid characterization of the new virus subtype and early detection, notification, and response to additional cases. Contain the new virus within limited foci or delay spread to gain time to implement preparedness measures, including vaccine development. Maximize efforts to contain or delay spread, or possibly avert a pandemic, and to gain time to implement response measures.	Ensure staff is knowledgeable about the latest infection control information. Ensure that best practices for infection detection and control measures are to be followed. Ensure adequate resources for staff/student protection. Ensure the school Local Education Agency is implementing best practices for social distancing techniques per local health agency guidelines, including reducing the school activity calendar.

		Maximize communications with parents related to health and safety.
Pandemic Period Phase 6 – Pandemic is declared. Increased and sustained transmission in the general population.	Implement response measures, including social distancing, to minimize pandemic impacts.	Refer to social distancing, isolation, and quarantine measures. Ensure maximum support and education for students who are affected by the pandemic.

Phase One: Low Risk of Human Cases

This phase is declared when there is a low risk of human cases. The Local Education Agency has assigned the following responsibilities during Phase One:

PHASE ONE (Inter-Pandemic Phase)	
Phase One Responsibilities	
Associate Superintendent, Business (Or Designee)	<ul style="list-style-type: none"> Begin development of a pandemic respiratory illness plan policy and plan to present to Superintendent. Review cleaning procedures. Address staff, parent and student questions
Director of Pupil Services (Or Designee)	<ul style="list-style-type: none"> Implement a sound health and hygiene program for staff and students (can delegate to school nurses)
Principal (Or Designee)	<ul style="list-style-type: none"> Assist the Director of Pupil Services and school nurse in the implementation of the Local Education Agency's health and hygiene program
School Nurse (Or Designee)	<ul style="list-style-type: none"> Provide input to the Principal and Director of Pupil Services regarding the Local Education Agency health and hygiene program and recommend any amendments or modifications needed Conduct routine inventories of first-aid and medical supplies Verify that illness is properly monitored at each school site Provide pandemic respiratory illness awareness training for school staff
Teachers (Or Designee)	<ul style="list-style-type: none"> Ensure that students follow the Local Education Agency's health and hygiene program
Staff	<ul style="list-style-type: none"> Follow the Local Education Agency's health and hygiene program

Phase Two: Higher Risk of Human Cases

This phase is declared when there is a higher risk of human cases. The Local Education Agency has assigned the following responsibilities during Phase Two:

PHASE TWO (Inter-Pandemic Phase)	
Phase Two Responsibilities	
Director of Facilities / Associate Superintendent, Business Services (Or Designee)	<ul style="list-style-type: none"> Review and update Local Education Agency emergency plan template, including pandemic response procedures Review Local Education Agency communication plan to notify parents Address staff, parent and student questions about the pandemic
Principal (Or Designee)	<ul style="list-style-type: none"> Review and implement pandemic respiratory illness response procedures in the school site safety plan; provide Director of Facilities or the Associate Superintendent of Business with any recommended changes Review Local Education Agency communication plan to notify parents Provide staff and parents with respiratory illness and hygiene information (may delegate to the school nurse) Refer parent, student, and staff questions regarding Local Education Agency policy to the Superintendent or the Associate Superintendent of Business Services
School Nurse (Or Designee)	<ul style="list-style-type: none"> Provide input to the Principal and Director of Facilities regarding the Local Education Agency pandemic respiratory illness response procedures Consult with LACOE and Los Angeles County Department of Public Health (LACDPH) as to guidelines regarding social distancing and requirements for children and staff to stay home when they are mildly ill Identify students who are most vulnerable to serious illness (immune compromised, chronic illness, etc.) for surveillance. Review the health needs of students that have a greater risk of infections. Encourage those families to talk to their health care provider. Some parents may need to be more cautious in keeping their children out of school. **Review IEPs for students absent for 5 plus days. Assist principal with collection of pandemic respiratory illness information to provide to staff and parents Assist principal with education of staff and students regarding good health and hygiene habits Conduct routine inventories of first-aid and medical supplies Verify that illness is properly monitored at each school site Assist the principal with providing pandemic respiratory illness awareness training for school staff
Teachers (Or Designee)	<ul style="list-style-type: none"> Educate students on the Local Education Agency's health and hygiene program Provide parents with any pandemic respiratory illness information provided by Local Education Agency Refer parent questions regarding a pandemic to the Principal Implement pandemic respiratory illness response procedures in the school site
Staff	<ul style="list-style-type: none"> Follow the Local Education Agency's health and hygiene program

Phase Three: Higher Risk of Human Cases

This phase is declared when there is no, or very limited transmission among humans, but the virus continues to spread rapidly among animals.

PHASE THREE (Pandemic Alert – New Virus Causing Human Cases)	
Phase Three Responsibilities	
Superintendent (Or Designee)	<ul style="list-style-type: none"> Establish Local Education Agency policy in Phase 5 and 6 with assistance from LACOE and the LACDPH Consider issuing a status update for staff Communicate the school pandemic plan to leadership Consider updating parents Meet with union leadership and review Collective Bargaining Agreement language
Director of Facilities (Or Designee)	<ul style="list-style-type: none"> Assist the Superintendent with refinement of school response to Phases 5/6 Develop a plan for maintaining site security and maintenance if campuses are closed Review Local Education Agency pandemic respiratory illness plan and assist with update
Associate Superintendent of Business Services (Or Designee)	<ul style="list-style-type: none"> Develop a plan for ensuring continuation of grant funding and funding other than ADA if school closure in Phase 5/6 is required by LACOE and LACDPH with the Coordinator of Federal & State grants Assist the Superintendent with communication of the Local Education Agency pandemic respiratory illness plan to staff, students and parents Assist with the development of procedures to be utilized upon the Department of Public Health's recommendation for social distancing Monitor WHO, CDC, LACDPH, CDE, and LACOE for changes Address staff, parent, and student questions about the pandemic Review Local Education Agency pandemic plan and assist with update if necessary Work with the Directors of Purchasing, Accounting, and Technology to determine how to prioritize payments and purchases, handle personnel timekeeping, and work comp claims during a school closure or major absences
Director of Pupil Services (Or Designee)	<ul style="list-style-type: none"> Work with the Assistant Superintendent of Education Services to ensure that the Local Education Agency's pandemic plan takes into account Students with Special Needs Review Local Education Agency hygiene education for staff, students & parents Review crisis management plan with school psychologists
Assistant Superintendent of Educational Services (Or Designee)	<ul style="list-style-type: none"> Work with LACOE regarding state and county policy on the delivery of educational services to students who are homebound during an emergency/disaster Provide staff training on the Local Education Agency's pandemic respiratory illness plan
Assistant Superintendent of HR (Or Designee)	<ul style="list-style-type: none"> Develop personnel policy for a school closure or major absences for review by the Superintendent

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Phase Three Responsibilities (*continued*)

PHASE THREE (<i>continued</i>)	
Phase Three Responsibilities	
Director of Purchasing (Or Designee)	<ul style="list-style-type: none"> Assist the Assoc. Superintendent of Business with the development of purchasing priorities and procedures in the event of a pandemic respiratory illness
Director of Technology (Or Designee)	<ul style="list-style-type: none"> Work on the delivery of educational services during a pandemic if requested by the Asst. Superintendent of Ed Services Work on electronic timekeeping records and the electronic filing of worker's comp claims if requested by Associate Superintendent of Business Work on other procedures for remote input or delivery of data if requested by Associate Superintendent of Business and notify the Associate Superintendent of any requests by Local Education Agency staff to work on electronic procedures
Principal (Or Designee)	<ul style="list-style-type: none"> Review the school pandemic respiratory illness response plan with staff Review Local Education Agency communication plan to notify parents Review with Associate Superintendent of Business and Director of Pupil Services any respiratory illness information to be distributed to staff, parents and students Re-emphasize the importance of reducing the spread of illness, including reminding parents to keep sick children at home and staff members to stay at home when sick Refer parent, student, and staff questions regarding Local Education Agency policy to the Superintendent or the Associate Superintendent of Business Services
School Nurse (Or Designee)	<ul style="list-style-type: none"> Provide input and recommendations to the Principal and Director of Facilities regarding the Local Education Agency pandemic response procedures Review records of students identified as most vulnerable to serious illness (immune compromised, chronic illness, etc.) Review the health needs of students. Encourage families of students with a greater risk of infections to talk to their health care provider. Some parents may need to be more cautious in keeping their children out of school. Assist principal and Local Education Agency with responses to questions regarding the pandemic respiratory illness Assist principal with collection of pandemic respiratory illness information to provide to staff and parents Assist principal with education of staff and students regarding good health and hygiene habits Conduct routine inventories of first-aid and medical supplies Verify that illness is properly monitored at each school site Assist the principal with providing pandemic respiratory illness awareness training for school staff
Teachers (Or Designee)	<ul style="list-style-type: none"> Educate students on the Local Education Agency's health and hygiene program Provide parents with any pandemic respiratory illness information provided by Local Education Agency Refer parent questions regarding a pandemic to the Principal
Staff	<ul style="list-style-type: none"> Follow the Local Education Agency's health and hygiene program

Phase Four: Evidence of Increased Human-to-Human Transmission

This phase is declared when there is evidence of an increased number of human-to-human transmissions.

PHASE FOUR (Pandemic Alert – New Virus Causing Human Cases)	
Phase Four Responsibilities	
Superintendent (Or Designee)	<ul style="list-style-type: none">• Communicate the increased Phase Level to staff• Communicate information and Local Education Agency policies to parents• Review Local Education Agency policy regarding school closure (as directed by LACDPH) with Local Education Agency leadership• Review the Local Education Agency pandemic respiratory illness plan and update if necessary• Monitor WHO, CDPH, CDE, LACDPH, and LACOE for changes• Implement any social distancing measures recommended by the LA County Dept. of Public Health or other relevant agency• Advise staff members who become ill after traveling to affected countries to see their health care provider• Report an increase in student and staff illness to the Los Angeles County Department of Public Health.
Director of Facilities (Or Designee)	<ul style="list-style-type: none">• Review Local Education Agency pandemic plan, including site security and maintenance during school closure, and assist with updates• Monitor WHO, CDPH, LACDPH, and LACOE for changes in pandemic alert
Associate Superintendent of Business Services (Or Designee)	<ul style="list-style-type: none">• Review Local Education Agency pandemic plan, including a plan for business continuation during a school closure, communication of the Local Education Agency pandemic respiratory illness plan to staff and parents, and implementation of social distancing procedures• Monitor WHO, CDPH, CDE, LACDPH, and LACOE for changes. Address staff, parent, and student questions about the pandemic.• Review Local Education Agency pandemic plan and assist with update if necessary• Review Local Education Agency procedures regarding timekeeping and work comp claims with the Directors of Accounting and Technology• Review Local Education Agency procedures for prioritizing payments and purchases with the Director of Purchasing and the Director of Accounting
Director of Pupil Services (Or Designee)	<ul style="list-style-type: none">• Review plan for the delivery of educational services to Students with Special Needs during an emergency/disaster• Review crisis management plan with school psychologists
Assistant Superintendent of Ed Services (Or Designee)	<ul style="list-style-type: none">• Review and update Local Education Agency plan for the delivery of educational services during a school closure

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Phase Four Responsibilities *(continued)*

PHASE FOUR <i>(continued)</i>	
Phase Four Responsibilities	
Assistant Superintendent of Human Resources <i>(Or Designee)</i>	<ul style="list-style-type: none"> Review personnel policies in the event of school closure, and recommend any updates or revisions as necessary Refer staff questions to Associate Superintendent of Business
Director of Technology <i>(Or Designee)</i>	<ul style="list-style-type: none"> Review any electronic procedures developed during Phase Three Work on any electronic procedures related to the pandemic respiratory illness plan requested by Local Education Agency staff subject to approval of the Associate Superintendent of Business
Director of Purchasing <i>(Or Designee)</i>	<ul style="list-style-type: none"> Review the purchasing priorities and procedures in the Local Education Agency pandemic respiratory illness plan and recommend any necessary amendments
Principal <i>(Or Designee)</i>	<ul style="list-style-type: none"> Advise parents that students who become ill after traveling to affected countries to see their health care provider Advise staff members who become ill after traveling to affected countries to see their health care provider Ensure that the social distancing procedures are included in the school pandemic respiratory illness response plan Provide staff and parents with pandemic respiratory illness updated info Re-emphasize the importance of reducing the spread of illness, including reminding parents to keep sick children at home and staff members to stay at home when sick Refer parent, student, and staff questions regarding Local Education Agency policy to the Director of Facilities or the Associate Superintendent of Business
School Nurse <i>(Or Designee)</i>	<ul style="list-style-type: none"> Provide input to the Principal and Local Education Agency regarding the Local Education Agency pandemic response procedures Review records of students identified as most vulnerable to serious illness (immune compromised, chronic illness, etc.). Review the health needs of students; encourage families of students with higher risks of infection to talk to their doctor. Conduct routine inventories of first-aid and medical supplies Verify that illness is properly monitored at each school site Provide pandemic respiratory illness awareness training for school staff Conduct surveillance of staff and student illnesses if warranted by LA County Department of Public Health Report an increase in student and staff illness to the LA County Department of Public Health and notify the principal and Superintendent of such report Continue to educate staff and students on good health and hygiene
Teachers <i>(Or Designee)</i>	<ul style="list-style-type: none"> Educate students on the Local Education Agency's health and hygiene program Provide parents with pandemic respiratory illness info provided by Local Education Agency Refer parent questions regarding a pandemic to the Principal
Staff	<ul style="list-style-type: none"> Follow Local Education Agency's health and hygiene and social distancing program.

Phase Five: Evidence of Significant Human-to-Human Transmission

This phase is declared when there is significant transmission among humans. The following actions should be considered in addition to any specific recommendations from local and state health officials:

PHASE FIVE (Pandemic Alert – New Virus Causing Human Cases)	
Phase Five Responsibilities	
Superintendent (Or Designee)	<ul style="list-style-type: none">• Communicate the increased Phase Level to staff• Review the Local Education Agency pandemic respiratory illness plan and update if necessary• Evaluate your chain of command and identify key decision makers• Update the Board of Trustees and review Local Education Agency policy• Address staff, parent, and student questions about the pandemic in consultation with the Superintendent• Assess school events and take additional precautions if necessary• Implement crisis counseling plan for students and staff members as developed by the Director of Pupil Services• Monitor WHO, CDPH, CDC, CDE, LACDPH, and LACOE for changes in pandemic alert• Implement any social distancing measures recommended by the LA County Dept. of Public Health or other relevant agency• Report any issues/questions to the LA County Department of Public Health.
Associate Superintendent of Business Services (Or Designee)	<ul style="list-style-type: none">• Review Local Education Agency pandemic plan and assist with necessary updates• Monitor WHO, CDPH, CDC, CDE, LACDPH, LACOE for changes in pandemic alert• Address staff, parent, and student questions about the pandemic in consultation with the Superintendent• Assist Superintendent with evaluation of the chain of command and identification of key decision makers• Assist Superintendent with assessment of school events and recommend any necessary additional precautions• Assist with implementation of the Local Education Agency crisis management plan• Assist Superintendent with the collection and provision of pandemic respiratory illness information to schools and staff• Review timekeeping and workers comp claims procedures during school closure/major absenteeism in accordance with state law and union agreements• Review student funding claims process for emergencies (see form J-13A CDE or other agency directives).

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Phase Five Responsibilities *(continued)*

PHASE FIVE <i>(continued)</i>	
Phase Five Responsibilities	
Director of Facilities <i>(Or Designee)</i>	<ul style="list-style-type: none"> Review Local Education Agency pandemic plan and assist with necessary updates Assist Superintendent with assessment of school events and recommend any necessary additional precautions Monitor WHO, CDPH, CDC, LACDPH, and LACOE
Director of Pupil Services <i>(Or Designee)</i>	<ul style="list-style-type: none"> Review the Local Education Agency pandemic respiratory illness plan and the specific provisions for each Special Needs student with parents Review crisis management plan and update if necessary
School Nurse (under direction of Dir. of Pupil Services) <i>(Or Designee)</i>	<ul style="list-style-type: none"> Implement Local Education Agency pandemic plan and assist with instruction to students and staff on good hygiene practices Submit required reports/data to the LA County Department of Public Health and notify the principal and Superintendent of such reports Conduct weekly inventories of first-aid and medical supplies
Assistant Superintendent of Ed Services <i>(Or Designee)</i>	<ul style="list-style-type: none"> Review pandemic respiratory illness plan procedures for delivery of instructional lessons during a school closure and/or major absenteeism and update if necessary
Assistant Superintendent of Human Resources <i>(Or Designee)</i>	<ul style="list-style-type: none"> Review Local Education Agency personnel policy during school closure/major absenteeism and recommend changes as necessary. Respond to staff questions as directed by the Superintendent Direct any questions that are not addressed by Local Education Agency policy to the Superintendent, Associate Superintendent of Business, or the Director of Facilities and Construction
Director of Technology <i>(Or Designee)</i>	<ul style="list-style-type: none"> Review electronic procedures developed during Phase Four Work on any electronic procedures related to the pandemic respiratory illness plan requested by Local Education Agency staff subject to approval of the Associate Superintendent of Business
Director of Purchasing <i>(Or Designee)</i>	<ul style="list-style-type: none"> Review Local Education Agency pandemic respiratory illness plan regarding purchasing procedures and recommend updates/changes to Assoc. Superintendent of Business Services Facilitate acquisition of emergency and other essential supplies
Principal <i>(Or Designee)</i>	<ul style="list-style-type: none"> Implement the school pandemic respiratory illness plan and update as necessary Implement social distancing procedures as instructed by Local Education Agency Provide staff, students, and parents with updated pandemic respiratory illness info Re-emphasize the good hygiene practices Respond to parent, staff, and student questions as directed by the Superintendent Direct any questions that are not addressed by Local Education Agency policy to the Superintendent, Associate Superintendent of Business, or the Director of Facilities and Construction
Teachers <i>(Or Designee)</i>	<ul style="list-style-type: none"> Educate students on the Local Education Agency's health and hygiene program Provide parents with pandemic respiratory illness info provided by Local Education Agency Refer parent questions regarding a pandemic to the Principal
Staff	<ul style="list-style-type: none"> Follow Local Education Agency's pandemic respiratory illness and social distancing program

Phase Six: Efficient and Sustained Human-to-Human Transmission

This phase indicates the presence of a true pandemic. In conjunction with local and state health officials, determine the appropriate response with these considerations in mind:

PHASE SIX (PANDEMIC)	
Phase Six Responsibilities	
Superintendent (Or Designee)	<ul style="list-style-type: none">• Communicate the increased Phase Level to staff and Board• Evaluate your chain of command and ensure a key decision maker is available at all times• Gather and provide pertinent information to students, staff, parents• Assess pandemic condition on a regular basis and evaluate whether any further protective measures are needed• Evaluation recommendations from health officials for social distancing and quarantine and respond accordingly• Cancel special events and assemblies• Implement crisis counseling plan for students and staff members• Monitor WHO, CDPH, CDE, LACDPH, and LACOE• Report suspected cases of the subject respiratory illness to the LA County Department of Public Health on the forms on the following pages• Call the LA County Department of Public Health for assistance
Director of Facilities (Or Designee)	<ul style="list-style-type: none">• Assist with implementation of the Local Education Agency pandemic respiratory illness plan• Monitor WHO, CDC, CDPH, LACDPH, and LACOE
Associate Superintendent of Business Services (Or Designee)	<ul style="list-style-type: none">• Assist with implementation of the Local Education Agency pandemic respiratory illness plan• Monitor WHO, CDC, CDE, CDPH, LACDPH, and LACOE• Address staff, parent, and student questions about the pandemic• Assist Superintendent and Director of Pupil Services with implementation of the crisis counseling plan for students and staff• Assist Superintendent with the collection of pandemic respiratory illness information to be distributed to students, parents, and staff• Advise staff of timekeeping and workers' comp claims procedures during a pandemic• Review and submit any required ADA waivers for emergencies (see form J-13A and relevant info)
Assistant Superintendent of Human Resources (Or Designee)	<ul style="list-style-type: none">• In coordination with Superintendent and Associate Superintendent of Business Services, advise staff of schedules to be implemented during a pandemic• Respond to staff questions as directed by the Superintendent and direct any questions not addressed by Local Education Agency policy to the Superintendent, the Associate Superintendent of Business, or Director of Facilities and Construction

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Phase Six Responsibilities *(continued)*

PHASE SIX <i>(continued)</i>	
Phase Six Responsibilities	
Assistant Superintendent of Educational Services <i>(Or Designee)</i>	<ul style="list-style-type: none"> Monitor any state, county or other directives regarding the delivery of educational services during the pandemic and recommend any necessary changes to the Local Education Agency's pandemic respiratory illness plan
Director of Pupil Services <i>(Or Designee)</i>	<ul style="list-style-type: none"> Implement Local Education Agency pandemic respiratory illness plan for Special Needs students Assist Superintendent with implementation of Local Education Agency plan for crisis counseling
School Nurse (under direction of the Dir. of Pupil Services) <i>(Or Designee)</i>	<ul style="list-style-type: none"> Implement Local Education Agency pandemic plan and recommend needed updates Conduct surveillance of staff and student illnesses if warranted by LA Department of Public Health Submit data if required by LA County Department of Public Health Conduct weekly inventories of first-aid and medical supplies and advise Director of Purchasing of any necessary supplies needed
Director of Purchasing <i>(Or Designee)</i>	<ul style="list-style-type: none"> Follow requirements in the Local Education Agency pandemic respiratory illness plan regarding purchasing priorities and procedures
Director of Accounting <i>(Or Designee)</i>	<ul style="list-style-type: none"> Follow requirements in the Local Education Agency pandemic respiratory illness plan regarding accounting procedures, timekeeping, and work comp claims, and advise the Associate Superintendent of Business of any requirements by LACOE or other governmental authority
Director of Technology <i>(Or Designee)</i>	<ul style="list-style-type: none"> Provide required technical support regarding electronic procedures in the pandemic respiratory illness plan and advise Superintendent and Associate Superintendent of Business of any recommendations for changes to procedures
Principal <i>(Or Designee)</i>	<ul style="list-style-type: none"> Implement the school pandemic respiratory illness plan and update as necessary Implement social distancing procedures as instructed by Local Education Agency Provide staff, students, and parents with updated pandemic respiratory illness info Re-emphasize the good hygiene practices Respond to parent, student, and staff questions as directed by the Superintendent Direct any questions that are not addressed by Local Education Agency policy to the Superintendent or the Associate Superintendent of Business
Teachers <i>(Or Designee)</i>	<ul style="list-style-type: none"> Implement Local Education Agency pandemic respiratory illness plan Refer parent questions regarding the pandemic plan to the Principal
Staff	<ul style="list-style-type: none"> Follow Local Education Agency's pandemic respiratory illness and social distancing program