

**Olympia School District
Pandemic Contingency Plan
(Updated March 2, 2020)**

In the event of a pandemic illness, the Olympia School District will follow all guidelines and protocols established by the U.S. Center for Disease Control, the Washington State Department of Health, the state Office of the Superintendent of Public Instruction and the Thurston County Public Health Department.

In addition to following those guidelines, or upon receiving direction from the Thurston County Public Health Department, the Olympia School District will implement the following practices in buildings as needed:

COMPONENT 1: PREVENTION AND PREPAREDNESS

1. The Olympia School District will communicate the following messages:
 - Wash your hands often with soap and water for at least 20 seconds. Use an alcohol-based hand sanitizer that contains at least 60% alcohol if soap and water are not available.
 - Avoid touching your eyes, nose or mouth with unwashed hands.
 - Avoid close contact with people who are sick.
 - Cover your mouth and nose with a tissue when you cough or sneeze, then throw the tissue in the trash and wash your hands.
 - Clean and disinfect objects and surfaces.
 - Stay at home and away from others if you are feeling ill.
2. The Olympia School District will develop and distribute information on preventive measures in both print and non-print formats for staff, students and parents. The information will be current and will enable District employees to respond to frequently asked questions.
3. The Olympia School District will train designated school staff in symptom recognition and response.
4. The Olympia School District will identify students and staff who are most vulnerable to serious illness and encourage them to talk to their health care providers regarding special precautions.
5. The Olympia School District will identify students who are considered “high risk or medically fragile” and consult with their parents, health care provider and school staff regarding special precautions and potential changes to the student’s Emergency Action Plan and Individual Health Care Plan.

6. The Olympia School District will develop a contingency plan for alternative transportation, maintenance, teaching and administration in the case of high absenteeism of staff.

COMPONENT 2: UTILIZE SOCIAL DISTANCING

1. To the extent practical, the Olympia School District will employ “social distancing” protocols in classrooms, lunch rooms, assemblies and transportation.

COMPONENT 3: REVIEW SCHOOL PROGRAMS

1. The Olympia School District will review all scheduled field trips and travel and determine if the trip/travel should be rescheduled or cancelled.
2. The Olympia School District will review all scheduled large gatherings (sports events, assemblies, dances, concerts, performances, etc) and make appropriate recommendations on the need to reschedule or cancel those events.

COMPONENT 4: DISINFECT FACILITIES

1. The Olympia School District will perform daily cleaning/disinfection with an EPA registered disinfectant (hospital type). Using best practice techniques, cleaning emphasis will be on high touch surfaces which may include door knobs, light switches, desk, table, and countertops, telephones, restroom fixtures, door push plates, elevator buttons and handrails. Where indicated, more intensive or frequent cleaning may be initiated.

COMPONENT 5: COMMUNICATE REGULARLY

1. The Olympia School District will institute regular updates to the staff, students, parents and community via District and school websites. This will include regular updates from local and state health officials.
2. Olympia School District principals and program supervisors will provide regular updates to their staff on possible changes to their individual school schedules or programs.

COMPONENT 6: MONITOR HEALTH CONDITIONS

1. The Olympia School District will ask parents to provide information on the symptoms and conditions of their student when they call in to report an absence. Voice message systems in the schools will include a request for parents to provide this information when reporting an absence.

2. Olympia School District principals or designees will provide daily reports to their school nurse on the number of students absent along with the symptoms and conditions of those students.
3. The Olympia School District will track and report data to the Thurston County Public Health Department and other state and federal agencies as requested.
4. The Olympia School District will require students and staff to stay at home when they are sick.

COMPONENT 7: PLAN FOR CONTINUING EDUCATION

1. The Olympia School District will work with the Office of Superintendent of Public Instruction on issues related to state requirements and regulations pertaining to attendance and credits and make-up days if necessary, and communicate updates to staff, students, parents and the public.
2. In a February 28, 2020 message to superintendents from state Superintendent Chris Reykdal, he advised superintendents that school districts must ensure equal access to education for **all** students. While some school districts may be in a position to maintain educational continuity for some schools or programs using distance learning methods, he said, “we urge you to use an equity lens when making these plans.” Reykdal also noted that it will “likely make more sense to cancel school and/or district services and make up missed days at the end of the school year, rather than deploying a distance learning model that can be accessed by some, but not all, of your students.” While we have integrated more technology into our schools, we are not equipped currently to convert to an exclusively online learning system for all students.

COMPONENT 8: RECOVERY

1. If a school closure is necessary, the Olympia School District will consult with state and local health officials to determine when schools should reopen.
2. If a school closure is necessary, the Olympia School District will communicate regularly with staff, students and families regarding the status of school closures and reopening. The district will work with the state Office of the Superintendent of Public Instruction to determine if and when school closure days need to be made up.
3. After a school is reopened, the Olympia School District will continue its procedures for monitoring and reporting symptoms of pandemic illness.

4. The Olympia School District will work to assist staff and students with any needs following a pandemic event.