Pandemic Continuity Plan

For

Raytown C-2 School District

Updated:

February, 2020
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Pandemic

Section 1: Introduction Purpose and Objectives

The primary purpose of the Pandemic Continuity Plan is to enable Raytown C-2 to respond safely, effectively, and efficiently to a pandemic. The objectives during a pandemic are the following:

1. Reduce transmission of the pandemic virus strain among our students, staff, parents, guardians, and partners.
2. Maintain essential operations and services during an outbreak.
3. Minimize impact to student education during an outbreak.

Planning Assumptions

The following planning assumptions were used in the development of the Raytown C-2 Pandemic Continuity Plan:

1. There may be less than six weeks of warning from the time the pandemic is announced and before it impacts Raytown C-2.
2. The pandemic may last as long as eighteen months and occur in several waves with mortality and morbidity increasing and decreasing sporadically.
3. Waves of severe disease may last 1 to 4 months.
4. As many as 30% of employees and 30% of students could become ill during the pandemic's peak.
5. Some of our contractors and vendors will be unable to deliver supplies or provide services.

Emergency Operations Team

Raytown C-2 has appointed an emergency operations team that is responsible for leading the Pandemic Continuity Plan and will direct the district's planning, preparedness, training, and response to a pandemic. This team is led by the superintendent of schools. When the Pandemic Continuity Plan has been activated, overall management of the response is delegated to this team. Their primary responsibilities include:

- Determining whether or not the Pandemic Continuity Plan should be activated and deactivated.
- Oversight for implementation of the plan and District operations.
- Allocation of personnel and non-personnel resources
- Procedure decision making authority

If an individual is unavailable, authority will be passed on to the next individual designated as back-up.
Section 2: Activation and Notification Plan

Activation

The Pandemic Continuity Plan will be activated when one or more of the following criteria are met:

1. WHO declares the pandemic is in Phase 6 (increased and sustained transmission in the general population).
2. Determination by the State Public Health Department that a pandemic outbreak is imminent or has begun.
3. Essential services are impacted by the pandemic either due to student or employee absenteeism or lack of supplies.
4. Student or employee absenteeism is at 21% or greater.
5. Student and employee concern regarding personal safety from pandemic exists.

The Emergency Operations Team will determine whether or not the Pandemic Continuity Plan should be activated.

Notification

The following groups will be notified when the plan has been activated:

- Employees
- Parents
- Guardians
- Students
- Vendors
- Community members

The following message will be disseminated to communicate the activation of the plan:

As of [insert date and time] the Ray town C-2 School District Pandemic Continuity Plan has been activated. This activation is in response to [insert reason for activation]. As the situation progresses, updates on the response will be provided [insert method of communication (e.g., e-mail, website, etc.)] at the following time intervals, [insert days and/or times of updates]. The goal of the activation is to ensure a safe working environment and maintenance of essential operations.

Section 3: Implementation

Pandemic Status
The scope and spread (e.g., number of cases) of pandemic in the community will be monitored. Key sources for reliable information include:

- State Department of Public Health             www.health.mo.gov
- Centers for Disease Control and Prevention      www.cdc.gov
- World Health Organization                   www.who.int

Newspapers and other popular sources of information will be monitored in order to address misinformation and emerging public concerns.

**Disease Control**

Safeguarding the health of employees, students, and partners during a pandemic is a key objective for Raytown C-2. A combination of communicable disease control measures, including heightened hygiene practices, social distancing, and protective equipment and supplies will be used to slow the spread of disease.

**Supplies**

For employees and students to practice disease control recommendations properly, the following supplies should be regularly available:

- Soap (at all hand-washing sinks)
- Tissues
- Hand sanitizer (minimum 60% alcohol content)
- Office cleaning and disinfecting supplies
- Paper towels
- Trash bags
- Personal Protective equipment

A stock pile of these supplies are stored in custodial closets at each facility.

**Personal Protective Equipment**

Use of personal protective equipment during a severe pandemic may be recommended by the State Department of Public Health. Raytown C-2 will ensure that all employees have recommended equipment such as:

- **Face masks.** Face masks are loose-fitting, disposable masks that cover the nose and mouth and have ear loops ties for a secure fit. Face masks are designed to protect the wearer from breathing in very small particles. When supplies are available, face masks should be used once and then thrown away in the trash, especially if they become moist. Face masks will be made available to students from the time they exhibit illness until they are sent home.
- **Gloves.** If adequate hand washing occurs, it is not necessary to wear gloves for routine activities. However, gloves are recommended for cleaning with disinfectant. Gloves must be liquid-proof and should fit comfortably.
Disinfect Surfaces

During a pandemic, thorough disinfection measures will be required to minimize the transmission of the virus through surfaces. The viruses may live up to two days on hard surfaces like door knobs, sink handles, railings, or counters. Viruses live up to 8 to 12 hours on soft surfaces like cloth, paper, or tissues.

Simple cleaning with a damp cloth may not kill or remove viruses; therefore, disinfection is required for this purpose. Viruses are readily killed by disinfectants. Any of the following solutions can be used to disinfect surfaces:

### DISINFECTING SOLUTIONS

<table>
<thead>
<tr>
<th>Disinfectants</th>
<th>Recommended Use</th>
<th>Precautions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Disinfectant wipes</strong> containing Clorox or Lysol</td>
<td>Teacher to wipe down desks at the end of each day</td>
<td>Follow precautions on label</td>
</tr>
</tbody>
</table>
| **EPA - Approved Disinfectant**[^1]  
Product should be labeled as a disinfectant and have an EPA registration number | Use to disinfect only after cleaning the surface first. Follow directions on label for proper dilution and contact time. | Follow precautions on label. |
| **Sodium Hypochlorite** (Bleach)  
1 part bleach to 100 parts water or 1:100 dilutions. Usually achieved by 2 1/2 tablespoons bleach into 1 gallon water. | Use to disinfect only after cleaning the surface first. Allow a contact time. Leave solution on the surface for at least 10 minutes. | • Use in well-ventilated areas.  
• Avoid inhalation  
• So not mix with strong acids or ammonium based products to avoid release of noxious fumes.  
• Corrosive to metals and certain materials. |
| **Alcohol**  
Isopropyl alcohol 70% (rubbing alcohol), or Ethyl alcohol 60% | Use to disinfect only after cleaning the surface first. Make sure the surface becomes wet or damp with the alcohol and then dries completely. | • Flammable and toxic. Use in well ventilated areas.  
• Avoid inhalation.  
• Keep away from heat sources, electrical equipment, flames and hot surfaces.  
• Dry completely - usually takes 10 minutes. |

[^1]: Look for EPA (U.S. Environmental Protection Agency) registration number on disinfectant products. This indicates that the product has met efficacy and safety standards.
Surfaces that are frequently touched by hands should be cleaned and disinfected often, at least daily. When a person with suspected disease is identified and has left the facility, his/her work area, along with any other known places s/he has been, should be cleaned and disinfected immediately.

Surfaces to disinfect include commonly touched surfaces like doorknobs, water fountains, telephones, any other items that are touched by various people throughout the day. Nonessential items (e.g., magazines/newspapers) in common areas will be removed. The following locations have been identified as high-touch areas and should be disinfected with the following frequency:

<table>
<thead>
<tr>
<th>Location</th>
<th>Frequency of Disinfection</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Worksite of an individual reporting any illness</td>
<td>Immediately following employee exit</td>
<td>building custodian</td>
</tr>
<tr>
<td>Washrooms</td>
<td>Twice daily</td>
<td>building custodian</td>
</tr>
<tr>
<td>Lunchroom table tops</td>
<td>After each serving time</td>
<td>cafeteria aide and custodian</td>
</tr>
<tr>
<td>Kitchen Serving Line</td>
<td>After each serving time</td>
<td>kitchen staff</td>
</tr>
<tr>
<td>Copy room</td>
<td>Twice daily</td>
<td>building custodian</td>
</tr>
<tr>
<td>Main office countertops</td>
<td>Twice daily</td>
<td>secretary</td>
</tr>
<tr>
<td>Classrooms w/10 or more absences</td>
<td>Complete Cleaning in Evening</td>
<td>custodial night crew</td>
</tr>
<tr>
<td>Water fountains</td>
<td>Twice daily</td>
<td>building custodian</td>
</tr>
<tr>
<td>Main entrance door handles</td>
<td>Twice daily</td>
<td>building custodian</td>
</tr>
<tr>
<td>Classroom door handles</td>
<td>End of day</td>
<td>teacher</td>
</tr>
<tr>
<td>Student desk tops</td>
<td>End of day</td>
<td>student or teacher</td>
</tr>
<tr>
<td>PE Equipment</td>
<td>Before each use</td>
<td>student or teacher</td>
</tr>
<tr>
<td>Art Equipment</td>
<td>Before each use</td>
<td>student or teacher</td>
</tr>
<tr>
<td>Music Equipment</td>
<td>Before each use</td>
<td>student or teacher</td>
</tr>
<tr>
<td>Locker door handles</td>
<td>End of day (spray)</td>
<td>custodial night crew</td>
</tr>
</tbody>
</table>

**Heightened Hygiene Practices**

Request that employees and students escalate their use of healthy habits to limit the spread of disease. Disseminate reminders through the site. Key messages include:

- Wash your hands often with soap or use hand sanitizer if soap and water is not available. Use alcohol-based gel that has at least 60% alcohol content to be effective.
- Avoid touching eyes, nose, and mouth with un-washed hands.
- Cover your nose and mouth with a tissue when you cough or sneeze. Throw the tissue in the trash after you use it. Wash your hands.
- Stay home when sick with symptoms. Symptoms may include:
  - * Respiratory Illness
  - * Fever (temperature greater than 100 degrees F)
* Cough
* Shortness of Breath

- Avoid close contact (6 feet or less) with others including skin-to-skin contact (e.g., shaking hands).
- All persons (employees and students) should wear a mask or covering over nose and mouth when in the same room as another person.
- Clean and disinfect commonly used surfaces.
- Minimize close contact with sick persons

Social Distancing

Social distancing refers to a disease control strategy that includes limiting or altering the frequency and closeness of people in order to reduce the spread of contagious diseases from one person to another. The CDC encourages schools to try innovative ways of separating students.

These can be as simple as moving desks farther apart or canceling classes that bring together children from different classrooms. Some additional social distancing strategies include restricting events that congregate people, using physical barriers (e.g., glass divider) to restrict the sharing of air when face-to-face contact is required, modifications to social behavior (e.g., no hand shaking), and creating distance between work spaces that are greater than the virus' movement. During a pandemic people may be advised to stay at least 6 feet apart (this recommendation may be altered by the health department during a pandemic event).

Raytown C-2 has the ability to use the following social distancing strategies to reduce close contact among individuals.

Classroom Arrangements

Separate students into individual work spaces. Particularly student desk arrangements should avoid grouping desks together. The more traditional rows of desks are ideal under the pandemic conditions.

Hallway Arrangements

A division of the hallway to create traffic patterns similar to those on city streets should be created. The result would be students traveling in similar directions in an effort to eliminate physical interaction that currently occurs while walking through the halls.

Distance Learning
Classroom assignments will be sent to homes on a daily basis through Parent Link. Class assignments as well as audio/video (pre-recorded and live streaming) will also be made available on the school website. This will allow the continuation of teaching/learning. Homework packets will also be sent home to students for those who do not have access the internet from home. Other technological efforts may be employed for virtual courses such as Fuel Ed, Launch, and Google Classroom.

**Telecommuting**

Whenever possible, Raytown C-2 will encourage employees to work from home. This reduces the risk of disease transmission for all employees by minimizing the number of persons in the work setting. During a pandemic, the "Telecommuting Policy" may be activated. In the event that this plan is implemented, the Emergency Operations Team will identify those who will be asked to work from home.

**Teleconferences**

Face-to-face meetings will be discouraged and the telephone will be used as the main strategy for employee communication.

**Email**

An additional effort to limit face-to-face interaction will be the use of email.

**Distance between Work Sites**

This is a strategy in addition to classroom arrangements for students. Create distance (at least 6 feet) between employees who must work in the same room.

Employees will be encouraged not to congregate in employee communal spaces such as break rooms.

**Restrict District Entry of Those with Symptoms**

During a pandemic, asking individuals with symptoms to stay out of the school setting may limit the spread of disease. When the plan is activated, the following steps will be taken to limit entry of people with symptoms:

1. Post notices at all facility entry points advising students, staff, and visitors not to enter if they have symptoms. The signs may say:

   "To help limit the spread of infection, it is important that you do not come inside this facility if you have a respiratory illness, feel feverish, have a cough, or trouble breathing. We
may ask you to leave this facility in order to protect our employees, students, and visitors from becoming infected. Your cooperation is appreciated."

2. Provide hand sanitizer at the entrance of the facility. Instruct everyone entering and leaving the facility to clean their hands.
3. Advise employees to call SubFinder if they become ill at home or work.
4. Entry points will be staffed with clinic aides for screening.

**School Dismissal**

School and health officials will work closely to balance the risks of infection in the community with the disruption dismissals will cause in both education and the wider community. The length of time schools will be dismissed will vary depending on the type of dismissal as well as the severity and extent of illness. Schools that dismiss students will do so for five to seven calendar days and will reassess whether or not to resume classes after that period. Schools that dismiss students will remain open to teachers and staff so they can continue to provide instruction through other means.

* **Reactive** dismissals might be appropriate when schools are not able to maintain normal functioning for example, when a significant number and proportion of students have documented fever while at school despite recommendations to keep ill children home.

* **Preemptive** dismissals can be used proactively to decrease the spread of infection. The CDC may recommend preemptive school dismissals if the pandemic starts to cause severe disease in a significantly larger proportion of those affected.

**Ventilation**

At the present time there are no special pandemic heating, ventilation, and air condition (HVAC) system recommendations outside of a healthcare setting. HVAC systems should receive regular maintenance checks according to standards and building codes. In specific rooms where there is a potentially infected person, the ventilation should be increased as much as possible (e.g. opening windows).

**Managing Employees and Students Who Become Ill**

In order to reduce the transmission of disease, it is important that individuals, who are sick, with pandemic infection or other contagious illnesses, stay out of the school setting. Individuals with symptoms will be asked to stay home for a specific period (or period when individuals are contagious and should stay away from others).

If an employee or student begins to feel sick while at school, it will be important to follow key steps to reduce the transmission of disease to others. Advise employees and students that if a
person feels ill, or if someone observes that another person is exhibiting symptoms at school, they are to immediately contact the principal or classroom teacher. The clinic aide will provide the sick employee or student with a face mask.

- **Active screening**: Clinic aides will check students and staff for fever and other symptoms when they get to school in the morning, separate those who are ill, and send them home as soon as possible. Throughout the day, staff should be vigilant in identifying students and other staff who appear ill.

- **High-risk students and staff members stay home**: People at high-risk of complications should talk to their doctor about staying home from school while the illness is circulating in the community.

- **Students with ill household members stay home**: Students who have an ill household member should stay home for 14 days from the last date of exposure. This is because 14 days is the longest incubation period seen.

- **Extended period for ill persons to stay home**: If illness severity increases, people should stay home for at least 14 days, even if they have no more symptoms. If people are still sick, they should stay home until 24 hours after they have no symptoms, without the assistance of fever reducing medication.

### Section 4: Human Resources Policies

Raytown C-2 is committed to safely maintaining essential operations and supporting personnel during the emergency. Personnel may be re-assigned and provided with just-in-time training to ensure that essential operations can be performed. Personnel absenteeism will be tracked, non-punitive personnel policies will be activated, and employees who report sick will be supported.

#### Pandemic Policies

Standard operating policies and procedures may need to change during a pandemic. The following policies may be activated as part of the pandemic response. The decision to activate the following policies will be made by the Emergency Operations Team and Superintendent. Employees will immediately be notified of the policy changes.

**Employee Leave**

Employee leave policies will address employee absences due to personal illness, family member illness, trauma, isolation, quarantine, school dismissal, and/or disruption of business.

**Family and Medical Leave.** Raytown C-2 will place on FMLA any workers who fall ill and meet the definition of a serious health condition or must be absent from work to care for an infected family member. See the company's Family and Medical Leave Policy for additional information.
Isolation or Quarantining. Employees who are instructed by the State Health Department to isolation or quarantine will be placed on administrative leave, unless they are set up in advance for telecommuting.

School Dismissal. In the event that an employee's school age children have been dismissed from school due to the pandemic, those employees will be placed on administrative leave, unless they are set up in advance for telecommuting.

Disruption of Business. In the event that the District's business is disrupted and the Continuity Plan is activated, all non-essential personnel will be placed on administrative leave.

Administrative Leave. Workers will be placed on full, reduced, or no salary based on factors such as banked time, exempt status, etc. and will continue full, reduced, or salary for one week periods up to a maximum of six weeks. The District will monitor emergency condition details to determine how long administrative leave must continue and, following consultation with outside authorities, advises employees when to expect to return to work. Exempt employees will continue to receive a full salary for a workweek in which any work has been performed.

Flexible Work

Telecommuting and flexible work hour policies will be activated to allow for social distancing. Refer to Section 3 for information on employees eligible for telecommuting and work units that will implement flexible hours.

Worker's compensation carriers will be notified of employees who will be working from home.

Travel Policies

During a pandemic response the district will follow all travel advisories issued by the CDC. Employees who ignore the CDC travel advisories will be placed on administrative leave for a specific period (or period when individuals are contagious and should stay away from others) that could be as long as 2 weeks. The State Health Department may provide guidance on how long individuals who traveled to high risk areas should remain in home isolation.

Staff Tracking

The Health Services Department will track and report on absences and will also track the receipt of vaccinations for all key employees.

Vaccinations

The Health Services Department will work with all essential personnel to obtain the recommended vaccinations when they become available. The district has set up designated locations for a Closed Point of Dispensing for staff, students, and family members that may be activated by the Jackson County Health Department.
Absences

Because absenteeism may be erratic for many weeks, Raytown C-2 will regularly track present and absent staff and forecast future staff absenteeism. Key information to collect includes, name of individual, position tide, department/building assigned to, anticipated return date, and reason for absence (if provided). To collect the information, employees must report absences on SubFinder. All employees who do not report to work will be required to report absences in this manner. Benefits personnel will contact the employee to implement FMLA procedures.

Re-assignment of Staff

If staff shortages impede the ability to perform essential operations, employees from other operational areas, may be re-assigned. Human Resources will be responsible for collecting information on staffing needs and assigning staff to priority activities. Human Resources has also determined resources for alternative staffing through the following vendors and sources:

<table>
<thead>
<tr>
<th>Vendor/Resource</th>
<th>Contact</th>
<th>Types of Staffing Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>SubFinder</td>
<td></td>
<td>Absences</td>
</tr>
<tr>
<td>AtWork Personnel Services</td>
<td>(816)272-5760</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>Penmec</td>
<td>(816)524-5442</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>Onin Staffing</td>
<td>(816)272-3555</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>Business Personnel Services</td>
<td>(816)246-5511</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>Kelly Services</td>
<td>(816)525-9977</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>Employee Staffing Group</td>
<td>(816)886-0622</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>Excel Temporary Services</td>
<td>(816)228-2844</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>Integrity Staffing Specialists</td>
<td>(816)478-8188</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>Crown Services</td>
<td>(816)358-2822</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>Davlin Services</td>
<td>(816)221-0211</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>PeopleReady</td>
<td>(816)228-1495</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>Vest Professional Replacement</td>
<td>(816)282-6288</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>Labor Max Staffing</td>
<td>(816)908-9933</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>LSI Staffing</td>
<td>(816)489-7850</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>People Source</td>
<td>(816)886-0926</td>
<td>Temporary Employees</td>
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<tr>
<td>Hemisphere Staffing</td>
<td>(816)313-2576</td>
<td>Temporary Employees</td>
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<tr>
<td>Express Employment</td>
<td>(816)229-5627</td>
<td>Temporary Employees</td>
</tr>
<tr>
<td>CNA Temps</td>
<td>(816)353-0001</td>
<td>Temporary Employees</td>
</tr>
</tbody>
</table>

Just-in-time Training of Staff

The Human Resources Department will be responsible for tracking and ensuring back-up personnel for essential functions receive the appropriate training to carry out responsibilities.
Section 5: Essential Business Operations

Essential operations include activities that need to be completed in order to maintain the mission and/or solvency of the District for the weeks or months during a pandemic. Essential operations will not include activities that could be postponed if staff absenteeism is 30% to 50% greater than standard operating levels.

Raytown C-2 has identified the following functions that are essential to meeting business priorities, the function goal and minimum number of staffing required.

<table>
<thead>
<tr>
<th>Essential Operation</th>
<th>Operation Goal</th>
<th>Minimum Staffing Size</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Below are the essential personnel for each essential operation and identified individuals for backup, including any documented training that might be required and whether or not person can work remotely. All essential personnel listed must receive the recommended Public Health vaccinations when available.

Essential Operation: [insert description]

<table>
<thead>
<tr>
<th>Key Employee Name and Title</th>
<th>Work Remotely (Y or N)</th>
<th>Back-up Employee Name and Title</th>
<th>Required Training</th>
<th>Work Remotely (Y or N)</th>
</tr>
</thead>
<tbody>
<tr>
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Essential Operation: [insert description]

<table>
<thead>
<tr>
<th>Key Employee Name and Title</th>
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<th>Back-up Employee Name and Title</th>
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Essential Operation: [insert description]
Vendor Services and Supplies

Raytown C-2 relies on a variety of products and services to maintain operations. Contact information for each of the District's product and service vendors, and their alternates, is attached. The table, Routine and Essential Products and Services Used, details the products and services required to perform routine and essential operations.

Each essential operation must identify vendors and supplies that are critical to its operation and delivery of goals and plans to minimize disruption to operations during a pandemic (i.e., back-up vendors/suppliers, financial incentives/bonuses).

**Essential Operation:** [insert description]

<table>
<thead>
<tr>
<th>Critical Vendor/Supplier</th>
<th>Critical Supplies</th>
<th>Plans to Minimize Disruption</th>
</tr>
</thead>
<tbody>
<tr>
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**Essential Operation:** [insert description]

<table>
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**Essential Operation:** [insert description]

<table>
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<tr>
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**Essential Operation:** [insert description]
Section 6: Information and Technology Systems

During a pandemic, it will be critical that information and technology systems are in working order and able to support standard and/or new communications needs.

Information Technology (IT) Systems

Telecommuting. Some employees may be asked to work from home and telecommute during a pandemic. IT systems will be monitored to ensure that staff can access and share files and communicate through e-mail. Instructions for accessing e-mail and internal networks will be provided.

Websites. Raytown C-2 will maintain a secure web site, www.raytowschools.org, that is devoted to pandemic issues generally and to the district's responses specifically. The web site will include contact information for the Emergency Operations Team. This site will be a one-stop resource for all information related to the pandemic.

Communication Systems

Teleconferencing. In order to reduce close contact between people, telephone conversations and teleconference will be used in lieu of meetings. Instructions on how to conduct a conference call will be provided.

School Reach. Raytown C-2 has the ability to make group calls to staff, students, and parents regarding various aspects of education.

Telephone Information Lines. Raytown C-2 has the ability to set-up telephone information lines. An information line may be set up if it is determined to be necessary for the pandemic continuity plan.

Section 7: Demobilization

Following the pandemic, it will be necessary to demobilize and coordinate a smooth transition from emergency response activities to standard (or modified standard) daily operating procedures and evaluate the response.
Deactivation

Raytown C-2 will assess the impact of the pandemic on operations, personnel, clients, partners, and vendors. Recovery from the pandemic can begin when it is determined that adequate personnel, supplies, resources, and systems exist to manage all or the majority of standard daily operating activities. The Superintendent, along with the Emergency Operations Team, must approve deactivation and the transition plan.

Transition Plan

If the decision is made to deactivate, a transition timeframe and plan with the following details will be developed:

- Staff assignments.
- Student placement.
- How and when employee should exit their response positions and resume their routine positions.
- Policy changes.
- Modifications that should be made to standard operating practices (e.g., new services to add, continued disease control practices).
- Hours of operation.
- Contact information for District and staff.
- Method to collect documentation from the response.
- Community recovery needs and ways to provide assistance.

Notifications

When the Superintendent has approved demobilization of the response, the following audiences will be notified and provided with instructions on how to transition to standard operating activities:

- Employees
- Parents
- Guardians
- Students
- Vendors
- Community Members

Evaluation

An internal evaluation of Raytown C-2's pandemic response will be conducted. This will entail gathering documentation from the response and feedback from all stakeholders and incorporate into an after action report and corrective action plan. The result will be an update to the Pandemic Continuity Plan and other emergency response plans as appropriate.
Section 8: Communications

During a pandemic there may be a high level of fear and anxiety. Rumors and misinformation will fuel those emotions. Raytown C-2 realizes that in order to sustain employee, student, parent, guardian, and vendor confidence and morale, information sharing will be critical. The company will strive to provide clear, consistent, relevant, truthful and timely information to the following audiences:

- Employees
- Parents
- Guardians
- Students
- Vendors
- Community Members

Employee Communication

Sustaining employee confidence and morale for many months will be challenging. Raytown C-2 is committed to maintaining a two-way line of communication and providing regular updates to all employees.

During a pandemic, key topics for inclusion in employee updates will include:

- Status of the pandemic
- Status of operations and response
- How routine updates and urgent communication will be disseminated
- Disease control measures used in the workplace
- Policy changes
- Job reassignments
- Absentee reporting process
- Other applicable information as needed

Vendor Communication

Raytown C-2 is committed to providing regular updates and ongoing dialogue with vendors and other partners regarding operations, service/product needs, and emergency response activities. Key topics include:

- Changes in supply and service needs
- Disease control requirements they must adhere to at the work site
- Status of operations and response
- How routine updates and urgent communications will be disseminated
- Updated contact information
Parent, Guardian, Student Communication

Parents, guardians, and students may be unsure if Raytown C-2 continues to provide services and/or if it is safe to come to school. To ensure that everyone is aware of services and adopted disease control safety standards, key messages will include:

- Services being provided
- Operating hours
- Updated contact information
- Disease control safety standards being implemented at the business
- How updates will be disseminated

Section 9: Appendices
Employees with Telecommuting Capabilities

Employees with current telecommuting capabilities will have access to:

- Home lap top or home computer;
- High speed internet or broad band access;
- Remote access software installed and tested;
- Adequate work space, lighting, power and temperature control;
- Cell phones; and/or
- Back-up generators

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Position Title</th>
<th>Telecommuting Capability (Y or N)</th>
<th>Key Employee for Essential Operations (Y or N)</th>
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</thead>
<tbody>
<tr>
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# Vendor Contact Information

<table>
<thead>
<tr>
<th>Company Name:</th>
<th>Address:</th>
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<tbody>
<tr>
<td>Telephone:</td>
<td>Fax:</td>
</tr>
<tr>
<td>E-mail:</td>
<td>Account No:</td>
</tr>
<tr>
<td>Primary Contact Name:</td>
<td>Alternative Contact Name:</td>
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<tr>
<td>Materials/Services Provided:</td>
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<td>Frequency of Delivery:</td>
<td>Method of Delivery:</td>
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<td>Notes:</td>
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If this company is unable to provide materials/services, they can be obtained from the following organization:

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<tr>
<th>Company Name:</th>
<th>Address:</th>
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<td>Telephone:</td>
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<td>Frequency of Delivery:</td>
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<td>Notes:</td>
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## Routine and Essential Products and Services

<table>
<thead>
<tr>
<th>Product/Service</th>
<th>Purpose</th>
<th>Quantity</th>
<th>Usage (monthly)</th>
<th>Required for Essential Services (Y or N)</th>
<th>Vendor Name</th>
<th>Frequency of Delivery</th>
<th>Existing Inventory</th>
<th>Quantity Required for 7-day Stock Pile</th>
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