



KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Office of Superintendent

John O'Brien, Superintendent

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TO: Board of Education and KPBSD Administrators

FROM: John O'Brien, Superintendent

DATE: March 2, 2020

RE: **Kenai Peninsula Borough School District Epidemic-Pandemic Plan**

Kenai Peninsula Borough School District EPIDEMIC-PANDEMIC PLAN

PLANNING AND COORDINATION

- **Pandemic-Epidemic Response Team:** John O'Brien, Superintendent; Dave Jones, Assistant Superintendent of Instructional Support; Clayton Holland, Director of Student Support Services; Iris Wertz, Nursing Supervisor; Pegge Erkeneff, Director of Communications, Community & Government Relations; Kevin Lyon, Director of Planning and Operations; Eric Soderquist, Director of Information Services; Nate Crabtree, Director of Human Resources.
- **Public Health Coordination:** Iris Wertz, KPBSD Nursing Supervisor is the designated KPBSD liaison between the school district and federal, state, local health officials. Clayton Holland, Director of Student Support Services is the alternate or backup liaison. The liaison is responsible to connect with health officials to identify local hazards, determine what crisis plans exist in the school district and community, and to establish procedures to account for student and staff well-being and safety during a pandemic. The liaison shall work with local health officials to coordinate their pandemic-epidemic plans with that of the school district.
- **Supplies and Logistics:** Kevin Lyon, Director of Planning and Operations will ensure the school district has adequate supplies that are necessary for an epidemic-pandemic outbreak, including but not limited to: disinfectant products, face masks, water, examination gloves, and other supplies as recommended by health officials. The Director of Planning and Operations will coordinate with the Nursing Supervisor to ensure masks, sanitizers, and other supplies meet CDC recommendations.
- **Guidance to Principal, Custodians, and Staff:** KPBSD Nursing Supervisor Iris Wertz will provide additional written guidance to custodians, principals, and staff concerning sanitizing and cleaning at schools. Principals and staff at schools that do not have a full time nurse will be provided with additional guidance and protocol information. Guidance will be provided to principals and school staff concerning communicating with students about proper handwashing and sanitizing, etc.

- **Communications:** Pegge Erkeneff, Director of Communications, Community, and Government Relations will work with the Nursing Supervisor to stay current about the most current and accurate epidemic-pandemic information and health recommendations for parents, students, staff, etc. Pro-active and preventative communications and updates will be posted on the school district website and digital media platforms. The Director of Communications, Community, and Government Relations is the liaison for the media.
- **Transportation:** In the event of a need to close schools and transport students home while in session, Assistant Superintendent Dave Jones is responsible for planning and coordination with the district transportation contractor, Apple Bus. In the event that some students cannot be transported home, the Assistant Superintendent of Instructional Support will develop provisional plans for student supervision and safety.

RESPONSE

- The District Liaison to public health officials (Nurse Supervisor Iris Wertz) will keep the Superintendent, and the KPBSD Epidemic-Pandemic Response Team, apprised of the most current, and accurate health information related to the potential epidemic-pandemic. Any recommendations and-or orders from public health will be communicated to the team.
- The Nurse Supervisor will inform all school nurses about procedures and protocols to address and respond to suspected cases of a communicable disease that may be the result of an epidemic-pandemic. Persons may be quarantined pending further medical examination. Parents, guardians, local and state health officials, and the school shall be notified immediately.
- In conjunction with local and state health officials, the Superintendent shall ascertain whether an emergency closure, evacuation, lockdown, or shelter in place needs to be established. As soon a decision is made, the school district shall attempt to notify the parents of all students and staff.
- The Superintendent will determine when schools shall safely re-open and-or the duration of a lockdown or shelter-in-place.

INFECTION CONTROL

- Students, staff members, or members of the public found to be infected with a communicable disease that bears the risk of pandemic-epidemic will not be allowed to attend school or work until medical clearance is provided by medical personnel.
- In the event of a prolonged school and work closure, in conjunction with public health officials, the Superintendent will determine when schools shall re-open.

CONTINUANCE OF OPERATIONS-EDUCATION DELIVERY

- In the event of a prolonged school closure, the Superintendent shall develop a plan of alternate means to educate students. Such a plan may include providing students with assignments via mail, email, local access cable television, or school district online services. Eric Soderquist, Director of Information Services will coordinate the continuing of operations-education support plan as it pertains to use of district technology platforms.
- Principals will ensure ability to communicate with district office staff, school staff, parents, guardians, and students during the event of a school closure. Principals will determine the ability of teachers in their building to communicate with their principal and parents-students during the event of a school closure. Principals will develop plans with their teachers about how to best provide students with assignments during a school closure.

BP 6114.4 [Pandemic - Epidemic Emergencies](#)

For further information and updates, visit www.KPBSD.org