



Providence Public School District H1N1 Response Plan

Executive Summary

The mission of the Providence Public School District (PPSD) is to prepare all students to succeed in the nation's colleges and universities, and in their chosen professions. To fully support this mission, PPSD must be prepared to sustain operations of its schools during a potential outbreak of H1N1. This PPSD H1N1 Response Plan, identifies the critical and essential activities that must be performed to ensure continuity of school district operations in the event of an H1N1 outbreak.

PPSD utilized two planning scenarios or assumptions in the development of this plan. The first scenario addresses the specific activities necessary to keep all or a large percentage of the district in session and operating while providing a clean and safe environment during an H1N1 surge. The second scenario addresses the essential functions that must be performed by PPSD regardless of whether students have been dismissed from class.

Using the guidance provided in this plan, PPSD departments and offices will develop individual response plans that support the continuity of PPSD operations in the event of an H1N1 outbreak.

Introduction

PPSD has operations that must be performed during an H1N1 outbreak. While the full impact of the H1N1 flu cannot be predicted, planning for operations under such conditions can mitigate the impact of the event on our staff, facilities and mission. To that end, PPSD has prepared an H1N1 response plan.

Unlike many other catastrophic events, an H1N1 outbreak will not be geographically bound and will not directly impact the physical infrastructure of our organization; but it has the potential to threaten all critical infrastructures by its impact on our organization's human resources by removing essential personnel from the workplace for extended periods of time. The U.S. Department of Health and Human Services recommends that state and local government entities and the private sector plan with the assumption that up to 40 percent of their staff may be absent for periods of approximately two (2) weeks at the height of the H1N1 season with lower levels of staffing absenteeism for several weeks on either side of the peak. Therefore, it is crucial that PPSD anticipate the potential impact of an H1N1 outbreak on personnel and the ability to continue to educate students and ensure the continuity of essential services and operations in support of local government.

This plan is subject to revision and updates as new information becomes available.

Purpose

This plan describes how PPSD will sustain its capability to perform essential functions during and after a disruption in internal operations caused by an H1N1 outbreak. This plan ensures that PPSD:

- Has the capability to immediately implement the H1N1 plan at any time, including before and after school hours, weekends and holidays:
- Is able to perform essential functions and services within a short time frame after activation of the plan;
- Is able to maintain essential function/services until termination of the event;
- Supports the identification and documentation of temporary operating procedures which enable the performance of essential functions; and
- Promotes the development, maintenance and annual review of PPSD's H1N1 Response Plan.

Scope and Applicability

The PPSD H1N1 plan is applicable to every division within the district that is involved in the education of students or providing essential services and operations. This plan describes the actions that will be taken to activate a viable response capability within a short period after notification, and to sustain that capability until the termination of the event. The response plan can be activated during normal business hours and non-business hours, both with and without warning.

The PPSD H1N1 response plan covers all facilities, systems, and equipment operated or maintained by PPSD or its vendors. The plan supports the performance of essential functions from alternate locations (due to consolidation or the promotion of social distancing measures) and also provides for continuity of management and decision-making at the department and school level in the event that senior management or technical personnel are unavailable.

The PPSD H1N1 response plan was developed by a Task Force convened by the Superintendent. It has been distributed to senior managers within PPSD and has been shared and amended based on union leadership feedback.

Aspects of the plan will be implemented, as appropriate, as the severity of the situation warrants. As conditions normalize, PPSD will return to regular operating protocols as soon as safely practical. The Superintendent will keep employees informed and will proactively inform union leadership of any escalations/de-escalations of readiness and response.

Protocol

It is the protocol of PPSD to respond quickly at all levels of the organization in the event of an emergency or threat in order to continue essential internal operations and provide support to our students, parents, employees, emergency management and response agencies, and other agencies or services that may be impacted.

A viable continuity of operations capability identifies essential functions and consists of plans and procedures, alternate facilities, and interoperable communications and data support systems, reinforced by comprehensive training, orientation, and exercise programs. The continuity of operations capabilities must be maintained at a high level of readiness; must be capable of being activated both with and

without warning; must achieve operational status in a short time frame after activation, and must maintain sustained operations until termination of the emergency.

Objectives

The objectives of this plan are as follows:

- ***Minimize disruptions to operations and the education process;***
- Limit and delay the spread of the H1N1 virus;
- Maintain command, control and direction of PPSD resources during the H1N1 season;
- Safeguard indispensable people, systems, essential facilities, equipment, records and other assets;
- Provide organizational and operational stability;
- Facilitate decision-making
- Provide resources and capabilities to develop plans for restoring or reconstituting regular activities, depending upon the scope and severity of the H1N1 virus;
- Achieve an orderly recovery from emergency operations;
- Assist affected employees and their families.

Essential Functions

When confronting events which may disrupt individual facilities or the entire school division and the community; PPSD is committed to providing essential functions which must be continued even under the most challenging emergency circumstances. Sustaining operations under conditions related to the H1N1 virus will be a challenge due to the possible wide spread loss of instructional and support staff due to high absenteeism and/or loss of key personnel, as well as recommendations by the Rhode Island Department of Health, including possible social distancing measures and curtailing/cancelling public activities.

PPSD departments have identified as essential functions only those business functions or lines of business that must continue with no or minimal disruption to provide for the safety and security of students, staff, emergency responders and the general public; to facilitate emergency response operations; to limit the spread of the virus throughout the duration of an H1N1 outbreak; provide effective educational services; and to support the restoration of PPSD operations. Essential functions include providing supervision of our students, transportation, and food and maintenance services.

During activation of the PPSD H1N1 Response Plan, some activities may be suspended to enable departments to concentrate their resources on providing the essential functions and building the internal capabilities necessary to increase and eventually restore critical operations. Appropriate notification and communications with regular or expected users of suspended services will be a priority.

Concept of Operations

The PPSD H1N1 Response Plan has been developed around three major courses of action:

- Preventative Efforts;
- Onset of Illness;
- Contingency Planning.

We anticipate receiving all initial guidance and recommendations from the Rhode Island Department of Health and the Rhode Island Department of Education. It is expected that we will make all efforts to keep schools open and operational; however, based on recommendations from the aforementioned agencies, the Superintendent may experience situations whereby schools will need to be closed and/or consolidated due to large percentages of staff and student absenteeism.

Planning Assumptions

The goals of planning for an H1N1 outbreak are to reduce adverse personal, social and economic consequences of the virus. The primary strategies for combating H1N1 are 1) prevention/vaccination, and; 2) treatment of infected individuals with antiviral medications. While it is not possible, prior to the emergence, to predict with certainty the severity of the H1N1 virus, early and rapid characterization of the virus and initial identification of human cases may give insight into its potential severity. The Centers for Disease Control and Prevention (CDC) will monitor the public health risks associated with the emergence and spread of the H1N1 virus and will identify appropriate response measures the federal government will take and recommend actions that state and local public health agencies should implement based on the severity index classification system. Recommendations from the CDC for preventative activities include the following:

- Teaching students to wash their hands often with soap and water or an alcohol-based hand gel, especially after coughing and sneezing.
- Teaching students to cover their coughs and sneezes with tissues or the elbow, arm or sleeve instead of the hand when a tissue is not available.
- Teaching students not to share personal items like drinks, food or unwashed utensils.
- Learn the signs and symptoms of H1N1. Symptoms of the flu include fever (100 degrees Fahrenheit), cough, sore throat, runny or stuffy nose, body aches, headache, and feeling very tired. Some people may also vomit or have diarrhea.
- Keep sick children at home. Any child who is determined to be sick while at school should be sent home immediately.
- Children should be kept home for at least 24 hours after they no longer have fever or do not show signs of fever, without using fever-reducing medicines.

In planning for H1N1, the PPSD Task Force considered and/or assumed the following elements:

- H1N1 could adversely impact PPSD's ability to continue to support the essential functions necessary to operate a safe and efficient public school system. Classroom instruction may be

consolidated or suspended for a period of time. Continuity of learning or instruction plans may include posting of classroom assignments, worksheets, etc., on the PPSD Web site; providing and collecting school homework assignments by e-mail; or providing student instructions by way of telephone or other media.

- Education opportunities will also continue to be provided to students with an Individualized Education Program (IEP) developed under the Individuals with Disabilities Education Act (IDEA) or a plan under section 504, and Title II of American with Disabilities Act (ADA), if schools are closed and/or consolidated (see **Coordinated Special Education Plan Supplement** for full details).
- Continued instruction is not only important for maintaining learning but also serves as a strategy to engage students in a constructive activity during the time that they are being asked to remain at home. The rescheduling of the instructional calendar after the period of contagion has passed will be considered.
- If an H1N1 outbreak/cluster is declared, PPSD departments, offices, sections, or shifts will implement elements of the H1N1 Response Plan as directed.
- Normally available staff members may be unavailable due to illness, the need to care for ill family members, etc.
- PPSD employees may be reassigned to compensate for workforce depletion. Cross-training staff, temporary hires and volunteers to support essential functions may be necessary.

Plan Implementation

The steps between recognition of an H1N1 threat and decision to activate a response are critical to successful mitigation of the contagion. Identifying the optimal time for implementing the plan will be challenging because implementation needs to be early enough to preclude the initial sharp increase in the spread of the virus and needs to be sustained long enough to cover the peak of the anticipated virus curve.

The Superintendent or designee may implement the H1N1 Response Plan and close or consolidate schools based on the following factors:

- The Governor has declared a state of emergency and has ordered the closure of site specific facilities and/or consolidation of services;
- Under a state of emergency, the Rhode Island Department of Health has issued an order of quarantine, or an order of isolation under exceptional circumstances to control the spread of the virus;
- The Rhode Island Department of Education has issued an order to close schools in order to prevent the further spread of an identified cluster.
- PPSD has assessed levels of absenteeism and made determinations based on the best interest of the district's students and staff.

Communications

Communications with employees and stakeholders will be one of the most critical strategies for successfully mitigating the severity of H1N1. Employees will be provided information to enable them to make informed decisions, take adequate precautions to protect themselves and their families and prevent the spread of the virus. Students, families and the community will be provided with information to take adequate precautions, prevent the spread of the virus and the operational status of PPSD.

The goals for communication by the district include:

- Raise awareness of H1N1 and the importance of preventative measures.
- Provide further information upon the onset of illness, as appropriate.
- Inform stakeholders about the status of operations, etc.
- Provide details on school closings, consolidations and continuation of learning strategies.

The PPSD Office of Communications will continue to coordinate a series of communications designed to promote wellness, inform employees and stakeholders of PPSD initiatives, and to clarify roles, responsibilities and expectations of employees and stakeholders by way of the media, Parentlink telephone notification system, e-mail, PPSD Web site and other internal and external communication methods.

Preventative Actions

It is necessary that PPSD engage in as many preventative actions as possible to ensure a limited spread of H1N1 as well as to ensure limited interruption to our operational activities. As such PPSD has taken the following preventative measures and will continue to implement activities as recommended by the CDC, the RI Department of Health and the RI Department of Education:

- Provide communication to families, principals and teachers/staff regarding preventative measures and CDC guidelines
- Notification to all student athletes regarding preventative measures.
- Coordinate with vendors' management teams to notify all First Student, Aramark and Sodexo employees of preventative measures.
- Ensure that School Nurse Teachers and Health Educators will conduct grade-level meetings with students, faculty and staff to review preventative measures for the spread of influenza.
- Ensure that School Nurse Teachers will check in with classrooms biweekly or on an as-needed basis to review procedures and answer all questions.
- Physical Education/Health Educators will review preventative measures with students on a weekly basis.
- Coordinate with RIDE and HEALTH to ensure the proper planning and organization of vaccination clinics at schools.
- Coordinate with RIDE and HEALTH to distribute and collect consent forms for student vaccinations at clinics.

- All lavatories will be supplied with soap and paper towels, and will be monitored twice daily.

Onset of Illness

Based on information received from HEALTH and RIDE, the PPSD H1N1 Response Plan will be activated at the onset of identified illnesses within the district. We are aware that the H1N1 virus will impact students, teachers, staff and administrators and may result in “clusters” at various levels. Monitoring the spread of H1N1 and taking appropriate precautionary measures is essential to the successful implementation of the H1N1 Response Plan. Actions that must be activated at the onset of the H1N1 virus identification include:

- Collection of data regarding absenteeism due to illness. Reports should be collected for the following impacted groups:
 - Students
 - Administrators
 - Teachers
 - Teacher Assistants/Instructional Assistants
 - Clerks
 - Central Office Staff
 - Vendor Staff (Aramark, First Student, Sodexo)
- Collection of data should include:
 - Daily absences
 - School-year-to-date cumulative absences
- Collection of data should be reported through:
 - AESOP
 - Student REG
 - School nurse teachers will report the number of students and staff with flu-like symptoms to the district Health Administrator upon the conclusion of each day.
 - Secretaries to school principals will notify the school nurses about the number of absences related to flu-like symptoms by 1:00pm daily.
- Data should be reviewed by the following individuals on a daily basis
 - Superintendent (by e-mail)
 - Chiefs (by e-mail)
 - Executive Level Directors (by e-mail)
 - Principals
 - Health Administrator or designee (by e-mail)
 - The H1N1 Task Force, as necessary
- Continued preventative actions should remain in effect:
 - Nurse teachers will continue to educate staff and students on good hand washing, coughing, sneezing techniques and will communicate that individuals should stay home if they are ill. The school principal will meet weekly with the school nurse teacher to

evaluate H1N1 school needs, and execute regularly scheduled meetings with grade levels and staff.

- Students and/or staff arriving to school ill, or becoming ill during the school day will report to the nurse's office for evaluation.
 - Calls home will be made on an as needed basis by the school nurse. In the event the school nurse requires additional support making calls to families, the main office staff will assist.
 - Capacity to retain ill students and staff will be monitored by the building principal. An alternative location will be determined as needed.
 - The school nurse will report the number of students and staff with flu-like symptoms to Health Administrator upon the conclusion of each school day.
 - Students who become ill during school with no transportation home are to remain in school for the remainder of the school day. No student should be sent home alone.
 - The only time masks will be used in the nurse's office is if students are in there and other students are present who have high risk medical conditions (to protect high risk students from contracting the H1N1 symptoms).

Action Plan

Based on the collection of data concerning absenteeism within the district, activation of the H1N1 Response Plan may be necessary. All schools will develop and submit a school-based plan ensuring all students have access to classroom work in the event they are out of school due to prolonged illness. PPSD in collaboration with Union Leadership may need to implement amendments to HR policies and procedures for closure/consolidation of schools. The following activities should occur if the H1N1 Response Plan is activated:

- Building principals will implement a plan for students to obtain school work at home in the event of an extended illness. The school principal will convene a team consisting of a Reading Coach, Math Intervention Specialist, Teacher Leader, Special Education teacher, ELL teacher (LIFT teacher), building union delegate, and guidance staff to ensure school-based plans are developed and implemented. The plan will include the following:
 - How teachers will prepare for extended work to be sent home (This work should consist of review materials only. No new concepts). The school based planning team will support teachers in identifying any/all review materials that students can use at home. This will be discussed during common planning time with teachers.
 - Where this material will be available for pick up. The school principal will work with the main office staff to coordinate how school work can be sent home or picked up.
 - Opportunities for students and parents to receive additional reading material. The principal will include in the school plan ways in which the school librarian will support any/all supplemental reading materials for students at home.

- How the main office will manage incoming calls and pick up of homework. The school principal will monitor call activity and provide any additional main office support as determined necessary.
- Significant levels of student, administrator, teacher, staff absences:
 - In lieu of pre-determined triggers (e.g. 10% absent, 50% absent, etc) next-step decision making would be on a school-by-school basis to go into “Flu Contingency Status” (FCS).
 - FCS still requires action plans and established protocols for transitioning from “teaching and learning” mode to “safety and security” mode once building administrator, in consultation with Central Office administrators, deems necessary on case-by-case basis.
 - Could involve operating school on reduced bell time (per existing reduced time schedules)
 - Eventually FCS could involve relocation of building occupants to another school (per existing relocation plans). School consolidation is NOT recommended.
 - Use of school crisis team encouraged to implement FCS plan.
- Vendors are critical to the daily operations at PPSD. This includes transportation (First Student), facilities management (Aramark) and food services (Sodexo). If it is determined that the vendors are unable to fully serve PPSD due to staff absences the following steps may be implemented:
 - Transportation – No out of district transportation, consolidated bus routes, delayed delivery times.
 - Food Services – substitute hot meals with box breakfasts and lunches.
 - Custodial – consolidation of shifts to 1st shift (days) only.
- The activation of FCS would have an impact on all collective bargaining units. Notification to PTU, 1033, 1339, and APPSA will be required prior to the implementation of FCS. Furthermore, PPSD welcomes further collaboration of all impacted unions as the H1N1 Response Plan continues to be developed and amended.
- HR Policies. Currently it is the policy of PPSD that any employee absent for a period of more than 4 days must provide doctor notification for additional days out of work. We understand that our staff will be impacted by H1N1 and therefore we propose relaxed policies for the 2009-2010 school year only. This would include amending the PPSD policy to allow staff to be absent for up to 7 days without doctor notification. We also propose allowing ALL staff to take up to 7 family sick days, as is recognized in the 1033 contracts. Amendments to the AESOP system will be necessary in order to allow for amendments to the current absenteeism policies.

Responsibilities

This section contains a broad listing of responsibilities and activities associated with continuity of operations during activation of the H1N1 Response Plan:

Chief Operating Officer

- Monitor and maintain physical plant operations

- Oversee transportation services and amendments to said service
- Oversee food services and amendments to said service
- Monitor Human Resource responsibilities, including implementation of amended absenteeism policies and implementation of substitute protocols and procedures.
- Monitor the use of sick leave, transfer of leave and advancement of sick leave, if necessary.
- Oversee hiring, promotional and substitute processes to support continuity of critical services.

Chief Financial Officer

- Provide payroll services
- Maintain procurement and delivery of essential materials
- Track emergency-related expenses
- Oversee technical support and maintenance of information technology systems

Chief Academic Officer

- Coordinate the planning, development, implementation, and evaluation of continuity of learning and instruction plans, including the posting of lessons, classroom assignments, worksheets, etc as necessary
- Provide continuing educational services to students with IEP's developed under IDEA or a plan under section 504, and Title II of ADA.
- Reschedule the instructional calendar after the termination of the H1N1 Response Plan, if necessary.
- Assist school-based administrators with continuity of operations planning and implementation.

Chief Communications Officer

- Maintain media and public relations
- Liaison and coordinate the release of information to parents, staff and union leadership
- Liaison and coordinate the release of information with City of Providence and State of Rhode Island government officials.

Chief of Staff

- Assist with information gathering for the School Board and Leadership Team.
- Coordinate and activate the H1N1 Task Force as necessary.

Assistant Superintendent for Human Resources

- Support the district's goal of keeping schools open for as long as it is safe to do so.

Supplement: Coordinated Special Education Plan

(developed by the Special Education Supervisor)

- Education opportunities will also continue to be provided to students with Individualized Education Program (IEP) developed under Individuals with Disabilities Education Act (IDEA), if schools are closed and/or consolidated. If continuing educational opportunities are provided to students without disabilities, PPSD must consider ways of ensuring that the planned activities are accessible to students with disabilities.
- When a special education classroom is understaffed and a substitute special education teacher is not available, the district will implement the plan outlined below.
 - 1) An available special educator (resource, intensive resource, inclusion, co-teacher, special education intervention specialist, behavior coach) will be assigned to the classroom to support the students with disabilities. Behavior coaches’ first priority will be the BIP classrooms.
 - 2) When feasible, students in special classes will be combined and a special educator will be assigned. Support staff (psychologist, social worker, speech/language therapist, occupational therapist, guidance counselor, special education specialists, physical therapists, behavior coaches and teacher assistants) will be provided based on the level of student need in each classroom and program.
 - 3) If a special educator is not available, students will be dispersed to general education classrooms at the appropriate grade level. Support staff as described above will be assigned to the general education classroom based on the level of student need.
 - 4) Pre-K itinerant support staff (psychologist, social worker, speech/language therapist, and occupational therapist) will be assigned to a specific school housing Pre-K programs.

Staff	School Assigned to for Pre-K Support
Marcella Weinberg	Vartan Gregorian
Hugo Gonzalez	Carl Lauro
Maria Lima	Fortes Annex
Ada Estrada- Williams	Carnevale
Diane Cresto	Martin Luther King
Fern Rouleau	Lima Annex
Christine Shreve	West Broadway
Diane Baird	Bailey
Kim O’Connell	Pleasant View
Joe Polhemus	Pleasant View
Lucille Capobianco	Pleasant View
Liza Fitzpatrick	Pleasant View

- 5) Because of the intensive needs of the students of the students in the Behavior Intervention and Autism programs, the following plan will be implemented for those populations:

BEHAVIOR INTERVENTION PROGRAM PLAN

LEVEL 1: Minimal Classroom staff absent (one staff member per classroom present)

- All staff members; teachers, teaching assistants, behavior support assistants; are encouraged to notify their assigned behavior coach when they know they will be out to allow for appropriate planning.
- Coaches, social workers (Mazzocca and Lewis-Grant), and school based counselors will be in classrooms where the staffing is down to one person.
- If more than one class is down one person, the coaches will decide where the greatest need is based on the number of students present and the class that has the greatest potential for safety issues.
- Behavior support assistants can be moved between schools based on student population and need.
- Coaches will be flexible and support levels and schools other than those assigned to, if needed.

LEVEL 2: Maximum Classroom staff absent (no members of the classroom staff are present)

- All staff members; teachers, teaching assistants, behavior support assistants; are encouraged to notify their assigned behavior coach when they know they will be out to allow for appropriate planning.
- Classes will be combined within their buildings.
- In elementary schools and Bishop, any students who are mainstreamed into general education classes will remain there for the entire school day.
- If all staff is absent at PCTA, the students will be split amongst Central classes.
- If all staff at Bishop is absent, the students who are included in general education classes will report to those classes for the day. The remaining students will be combined with the mild/moderate special education class.
- If all staff at Stuart is absent, Mr. Mozzacca and Mr. Medeiros will cover the class.
- Behavior support assistants can be moved between schools based on student population and need.
- Coaches will be flexible and support levels and schools other than those assigned to, if needed.

ELEMENTARY		MIDDLE		HIGH	
SCHOOL	TEACHER	SCHOOL	TEACHER	SCHOOL	TEACHER
Bailey	Howland	Bishop	Callaghan	Alvarez	Dansicker
	Mrozowski	Delsesto	Lucreziano		Pallazo
	Slaiger		Pollock	Central	Feldman
	Wilson	Perry	Aronne		Mourachian
	Roberts		Dixon		Vacancy

Woods/Young	Aiello	Stuart	Franco	Hope	Gallo
	Desautel	Williams	Hudson		Morrison
	Lorenz		Johnson		Vacancy
Lauro	Noviello		Raftery	PCTA	Jackson
	Tsonos				

AUTISM PROGRAM PLAN

LEVEL 1: Minimal Classroom staff absent (one or two staff members per classroom present)

- All staff members; teachers, teaching assistants; are encouraged to notify Craig Parlato when they know they will be out to allow for appropriate planning.
- Autism itinerant staff will cover classes where the staffing is down to one or two people.
- If more than one class is down staff, Craig will decide where the greatest need is based on the number of students present and the class that has the greatest potential for safety issues.

LEVEL 2: Maximum Classroom staff absent (no members of the classroom staff are present)

- All staff members; teachers, teaching assistants; are encouraged to notify Craig Parlato when they know they will be out to allow for appropriate planning.
- Classes will be combined at Carnevale or split as per the current split list.
- Classes at Delsesto and Mount Pleasant will be split amongst other classes in the building.
- If there is no member of the classroom staff in attendance at Hopkins, the resource teachers will go into the autism room. At Hope, the students will join the ESC classes.
- Once school resumes, or classes are no longer consolidated, it is appropriate for the student's IEP team to make an individualized determination as to whether, and to what extent, compensatory services are needed to ensure that the student receive educational benefit. All compensatory services must be directly linked to the denial of educational benefits, including any decline in the student's skills that occurred as a result of a student not receiving services during the outbreak.

Supplement: Human Resources Plan

(developed by the Assistant Superintendent for HR & Labor Relations)

Purpose of Action Plan:

To support the continuation of critical employee staffing levels to ensure the safe operations of schools and school-related services

Action Plan:

Monitor staff absenteeism via AESOP and respond accordingly;

- Confer with employees and unions on H1N1 related issues, such as sick leave provisions;
- Modify staff hiring and substitute placement practices as necessary;
- Maintain updated retiree and substitute list to assist with the hiring of substitute staff for affected employees;
- Work with supervisors, school administrators and/or health care professionals to support return to work plans for employees;
- Work with Health Administrator and other district managers to schedule staff meetings to provide information about department continuity plans; and
- Assist with the redeployment and regrouping of staff in order to maintain critical staffing levels at schools and in Central Office

Human Resources Action Plan

Function	Person Responsible	Action Plan
Monitor staff absenteeism via AESOP and respond accordingly	Dennis Sidoti, Gail Hareld, and other appropriate personnel in HR	Work with division Chiefs to determine priority for substitute coverage by employee group. Prepare contingency plans for those days on which district is planning to hold day-long PD sessions. Utilize the AESOP system to immediately staff pending vacancies as reported by individual employees.
Confer with employees and unions on H1N1 related issues, such as sick leave provisions	Chief Operations Officer, Chief of Staff, and HR Personnel as appropriate	Schedule regular meetings with labor unions. Invite suggestions for improved actions planning and implementation.
Modify staff hiring and substitute placement practices as necessary	Tomas Ramirez, Dennis Sidoti, Gail Hareld, and other appropriate HR Personnel	HR will work to actively recruit substitutes staff and work with outsource placement agencies as

		an additional contingency plan.
Maintain updated retiree and substitute list to assist with the hiring of substitute staff for affected employees	Tomas Ramirez, Dennis Sidoti, Gail Hareld, and other appropriate HR Personnel	HR will review the list of available retirees and subs on a weekly basis.
Work with supervisors, school administrators and/or health care professionals to support return to work plans for employees	Dennis Sidoti	Plan is in place to ensure the coordination with Health Administrator to efficiently support the return to work of employees and to ensure that any staff health and/or safety concerns are addressed.
Work with Health Administrator and other district managers to schedule staff meetings to provide information about department continuity plans	Tomas Ramirez, Dennis Sidoti, and other appropriate HR staff	HR will work with Health Administrator to schedule informational meetings as appropriate.
Assist with the redeployment and regrouping of staff in order to maintain critical staffing levels at schools and in Central Office	Tomas Ramirez, Dennis Sidoti, Gail Hareld, and other appropriate HR personnel	HR will work with district and school level administrators in assisting with the redeployment of staff as necessary.

Active Recruitment of Substitute Staff

Labor Union	Actions to date
PTU	Increased the number of per diem substitutes from 10 to 47 as of 10/30/09. Some per diems may shift to LTSPs as the year progresses, thus requiring a continuous active recruitment of per diem subs.
1033	HR aggressively hired 11 bus monitors for the November 9, 2009 school board meeting. Need to discuss with 1033 the contractual provision for the hiring of TAs and the expectation of full time employment after 60 consecutive work days.
1339	Need to discuss with 1339 the provision of requiring the passing of a typing test prior to working as a sub in PPSD.
APPSSA	Current list of retired administrators can be called

	as substitute school administrators. In case of emergency, central office administrators can be redeployed to cover schools.
School Nurses	HR will seek to increase the number of retired nurses currently on the list.