## Pandemic Preparedness Plan

<table>
<thead>
<tr>
<th>Phase Levels</th>
<th>Levels 1 &amp; 2:  Pre-Event Planning</th>
<th>Levels 3 &amp; 4: Confirmed Cases</th>
<th>Level 5: Pandemic Imminent</th>
<th>Level 6: Pandemic</th>
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</thead>
<tbody>
<tr>
<td><strong>Pandemic Planning Team</strong></td>
<td>Develop pandemic preparedness and response plan with key stakeholders inside and outside the agency (CDC, GEMA, Public Health, etc.), including employee representatives, and determine opportunities for collaboration, modification of the plan, and the development of complementary responsibilities.</td>
<td>Review pandemic preparedness and response plan with key stakeholders inside and outside the agency, including employee representatives, and determine opportunities for collaboration, modification of the plan, and the development of complementary responsibilities.</td>
<td>Implement pandemic response plan</td>
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<tr>
<td><strong>Executive Management Team</strong></td>
<td>Review and approve pandemic preparedness and response plans</td>
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<td>Commissioner to declare emergency and provide instructions regarding policy and operations</td>
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<tr>
<td><strong>Medical Director</strong></td>
<td>Institute a system to monitor intakes and medical areas and internally review transmission of pandemic among youth and staff in the facilities. Information from this monitoring system is used to implement containment measures (e.g., isolation, cohorting). Determine supplies and equipment needed in cases of pandemic illness Participate in meeting(s) with Public Health regarding stockpile medications Identify Critical Mandated Functions and develop protocol for implementation if facility is impacted Post information about pandemic on DJJ website, including signs and symptoms Develop reporting system for early alert Develop case tracking log for use by designated health authorities Develop training for medical staff to include: Case Definition Signs &amp; Symptoms Screening Lab testing Monitoring Medical Isolation Criteria to discontinue isolation Disease reporting</td>
<td>Monitor cases Coordinate local medical efforts Provide consultation to facility medical staff regarding medical care of youth Make determination regarding pandemic level Make determinations regarding quarantines based on bed capacity and housing layout (open bay, closed cell, etc.)</td>
<td>Make determination regarding pandemic level by location Make determinations regarding quarantines based on bed capacity and housing layout (open bay, closed cell, etc.)</td>
<td>Contact Public Health Coordinate local medical efforts Coordinator mass dispensing of medications Activate staffing contingency plan Make determinations regarding quarantines based on bed capacity and housing layout (open bay, closed cell, etc.) Use conference calling to provide direction to facilities Communicate with Executive Team and facility Directors Coordinate resources through the Office of Financial Services and Budget</td>
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<tr>
<td><strong>Pharmacy Provider</strong></td>
<td>Prepare medication stocks and their preparedness plans</td>
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<td>Implement Mass Dispensing Protocol</td>
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| Emergency Management Coordinator | Participate in GEMA meetings
Monitor GEMA E-Team system
Monitor facility emergency plans | Work with regional and local emergency management coordinators.
Staff regional and state operations centers (1 shift). | Coordinate resources and monitor statewide emergency response
Assist facilities with implementing emergency plans
Serve as liaison to GEMA Serve as liaison with national stockpile |
| OBHS | Develop training plan that addresses:
Implications of pandemic on mental health of youth and staff
Implications on MH assessment and MH symptoms
How to address the related stress/anxiety
Determine if information may be appropriate/needed by CSI staff
Develop mode of training delivery
Identify Critical Mandated Functions and develop protocol for implementation if a facility is impacted
Develop plan for psychiatric service delivery that includes:
Notification of provider infection or absence
Initiation of telemedicine protocol
Protocol that address youth on psychotropic medications that become ill (need for continued medications, alternative means of providing medications etc.)
Become a part of notification process as cases are identified within secure facilities
Develop plan for contingency mental health staffing that addresses:
PRN staffing options
Videoconferencing options
Use of staff from other facilities | Implement protocols |
| DJJ Financial Services & Budget | Plan for stockpiling of supplies
Plan for payment of pandemic-related expenses | Procure and pay for necessary supplies and equipment through existing statewide contracts or through own bids
Pay for staffing costs associated with pandemic | Procure and pay for necessary supplies and equipment through existing statewide contracts or through own bids
Pay for staffing costs associated with pandemic |
| OTIS | Identify Critical Mandated Functions and develop protocol | Ensure phone (land line /cell) and computer | Ensure phone (land line /cell) and computer |

- **Develop Mass Dispensing Protocol, including accountability system, with Strategic National Stockpile Advisory Board**
- **Identify Critical Mandated**
- **Monitor GEMA E-Team system**
- **Develop plan for full stockpile**
- **Work with Emergency Coordinator regarding national stockpile**
- **Develop training plan that addresses:**
  - Implications of pandemic on mental health of youth and staff
  - Implications on MH assessment and MH symptoms
  - How to address the related stress/anxiety
  - Determine if information may be appropriate/needed by CSI staff
  - Develop mode of training delivery
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  - Notification of provider infection or absence
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  - Become a part of notification process as cases are identified within secure facilities
  - Develop plan for contingency mental health staffing that addresses:
    - PRN staffing options
    - Videoconferencing options
    - Use of staff from other facilities
- **Pay for staffing costs**
- **Participate in GEMA meetings**
- **Monitor GEMA E-Team system**
- **Monitor facility emergency plans**
- **Work with regional and local emergency management coordinators.**
  - Staff regional and state operations centers (1 shift).
- **Plan for stockpiling of supplies**
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- **Procure and pay for necessary supplies and equipment through existing statewide contracts or through own bids**
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<th>Human Resources</th>
<th>Identify Critical Mandated Functions and develop protocol for implementation</th>
<th>Develop symptom checklist to use when staff are calling in sick, in conjunction with Medical Director, and distribute to all sites</th>
<th>Central Office HR: Assign staff to critical mandated functions Coordinate HR functions with other agencies as possible</th>
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<td>Cross train managers</td>
<td>Train supervisors to implement checklist</td>
<td>Local HR Reps: Monitor FLSA and leave for all staff Notify designated health authority about staff cases Complete return to work checklist for staff coming back to work</td>
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<tr>
<td>Contracts</td>
<td>Add following requirements to future contracts for private facilities: Accurate database of employees at all times Employee Information Sheet Ability to communicate to DJJ in emergencies Develop contracts for as needed mental health staff</td>
<td>Ensure staff are routinely trained on universal and standard precautions and handwashing Ensure staff are aware of signs and symptoms of pandemic illness</td>
<td>Stop mass gatherings (training) Provide training information for staff via electronic means Redirect training staff to impacted facilities</td>
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<tr>
<td>Training</td>
<td>Ensure staff are routinely trained on universal and standard precautions and handwashing Contact Cameron &amp; Associates regarding their pandemic plan; may need to be added to contract</td>
<td>Ensure staff are routinely trained on universal and standard precautions and handwashing</td>
<td>Ensure staff are routinely trained on universal and standard precautions and handwashing Provide handwashing training for all staff Ensure handwashing sign available on all units</td>
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<tr>
<td>Public Affairs</td>
<td>Participate in pandemic planning Develop communication plan Add handwashing video &amp; HepB video to Commissioner's video</td>
<td>Post information regarding pandemic to DJJ website Collect information to prepare media releases, upon approval of Commissioner</td>
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<tr>
<td>Transportation Unit</td>
<td>Normal routine transports</td>
<td>Special transports with No movement for</td>
<td>Coordination of</td>
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<td>Clean vehicles according to infection control policy</td>
<td>if necessary, determine rooms that can be used for isolation</td>
<td>movement will be in accordance to statewide and agency response. (No movement for infected youth) Determine designated staff to provide stays for patients and transportation (agency and state).</td>
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<tr>
<td>the use of protective equipment, Clean vehicles twice daily, Medicate staff as needed</td>
<td>infected youth. (Youth must be medically cleared prior to movement) Determine designated staff to pick up vaccine for medication and transports (agency and state).</td>
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<tr>
<td>If possible, require staff to wear ID badges at all times Review the need to restrict visits to facilities Monitor rapid medical alerts in JTS prior to movement</td>
<td>Cease all movement unless it is an emergency Quarantine those released within the next 2 weeks Cease all intake if possible into the facilities Divert RYDC intake for affected RYDCs Suspend releases (as allowable on a case-by-case basis)</td>
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**Classification Unit**

- Written communication plan up-to-date
- Continue with current movement as scheduled
- Determine which facilities would be equipped to isolate youth who have virus

**Policy Coordinator**

- Work with Pandemic Preparedness team in developing appropriate policy and directives for prevention and response
- Work with Pandemic Preparedness team in developing appropriate policy and directives for prevention and response
- Develop directives from Commissioner as needed; notify staff of directives

**Facility Directors**

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<th>Room Assignments</th>
<th>Medical Isolation</th>
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<td>For facilities with open bay units, determine rooms that can be used for isolation</td>
<td>Place ill and exposed youth on medical isolation Place youth with symptoms of pandemic infection together in one area of the facility, or close off units with symptomatic youth</td>
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**Emergency Plans**

- Identify Critical Mandated Functions and develop protocol for implementation
- Ensure all employees complete an employee information sheet every Feb 1 and Aug 1
- Ensure all staff is familiar with emergency plans and understands their roles
- Incorporate pandemic emergency plans into the local emergency management planning and exercises
- Determine potential impact of pandemic infection on the facility
- Assign a staff member and a back-up with the responsibility for monitoring Federal and State Public Health Advisories
- Inventory supplies and equipment needed in cases of pandemic illness, as provided by Central Office

**Monitoring**

- Assign responsibility for communication with public health authorities and within the agency for planning and response.
- Maintain current hospital

**Medical Isolation**

- Contact DJJ Medical director regarding confirmed cases; notification to CDC through agency chain of command
- Ensure that all intakes are closely monitored for symptoms
- Assign responsibility for assessing day-to-day staffing and other needs during pandemic to designated health authority
- All staff should monitor self and others for flu-like symptoms

**Emergency Plans**

- Conduct inventory of supplies and equipment for safety protection and isolation equipment (mask, gloves, soap;
Facility Health Services

Staff

Monitoring
Request SENDSS access (disease reporting through public health)
Track youth illnesses and notify

Communication
Contact public health department for assessment instructions and protocols

Infection Control
Notify laundry regarding washing of clothes in designated area for youth with confirmed cases
Ensure information is provided to staff and youth on the virus, its symptoms, warning signs, and precautions to take.
Provide hand sanitizer stations for all staff.
Develop/compile information that addresses prioritization of personnel and youth to be vaccinated or treated based on the availability of vaccines, antiviral medications, and other limited quantity treatment consistent with federal and state recommendations.

Visitation
Deny entry to symptomatic visitors
Deny visitation for symptomatic youth

Movement
Restrict youth/staff movement on/off campus
Clean van seats, restraints with antiviral cleaner.
Restrict intakes and transfers

Other
Universal precautions
Provide continuous feedback regarding cases to supervisors

Communication
Contact public health department for assessment instructions and protocols

Communication
Contact public health department for assessment instructions and protocols

Communication
Contact public health department for assessment instructions and protocols
Medical Director of any probable cases
All staff should monitor self and others for flu like symptoms

Immunizations
Administer flu vaccines to all youth annually
Administer other vaccines in accordance with established schedule
Encourage staff to get flu vaccine – identify locations in community where it may be offered for free or reduced cost

Training
Train staff & youth on health risks, preventive measures and what to do when there is a confirmed case
Train staff & youth on good personal hygiene, effective handwashing and cough etiquette

Communication
Identify contact with local health department

Supplies
Inventory supplies and equipment that would be needed to prevent and contain an outbreak, as approved by DJJ

Staffing
Identify Critical Mandated Functions and develop protocol for implementation

Notification to local hospitals of potential emergency admissions
Medical staff will follow the guidelines of the medical director and the health department regarding care of youth.

Monitoring
Continue to monitor quarantine areas and nonquarantine areas for outbreak
Immediate medical screenings for intakes.
Monitor all youth and provide updates to parents/JPPs
Log of symptoms and treatment to be kept by RN.
All youth checked daily to see if any new sick cases.

Infection Control
Medical Isolation for youth that appear to have been infected until cleared by medical staff.
Staff should wear mask for the caring of the youth.
Keep sick youth isolated and treated by the same nurse and staff.
If new case, bathe youth and give him clean clothes and linens and transfer him to the quarantine dorm.
Rooms of youth who become sick will need to be cleaned immediately and thoroughly.
Youth or staff that appear to have an influenza like illness at arrival to the facility should be given a mask and isolated at once in a room separate from others.
Staff should be told to return home and seek medical care before returning to work.

Desks, computer key boards, telephones, exam rooms, tables, and other equipment should be cleaned with an EPA registered disinfectant labeled for human influenza A virus.
Mask should be worn by medical staff.

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Desks, computer key boards, telephones, exam rooms, tables, and other equipment should be cleaned with an EPA registered disinfectant labeled for human influenza A virus.
| Facility Food Services Staff | Implement good and proper hygiene and universal precautions, emphasizing hand washing  
Review public health information regarding appropriate meals for illness  
(ensure have enough supplies  
Identify Critical Mandated Functions and develop protocol for implementation | Sanitize dinner hall and kitchen areas from top to bottom  
Provide meals in disposal trays to confirmed youth  
Inventory disposal supplies & order for possible spreading of illness.  
Provide alternative meal plan, depending on public health information/ medical orders  
Have adequate supply of disposable products to feed in the buildings, if necessary.  
Staff that have been confirmed for influenza will not be allowed at work | Follow Public Health protocol regarding meals for ill youth  
Monitor supplies and equipment for disposal items  
Order items such as Gatorade, Jello and soups that may be requested by medical.  
Continual monitoring of food safety practices.  
Education staff to assist with meal preparation as needed in staff absences | Food Service staff will serve meals to students in their assigned cottages.  
Order additional food products that require less labor to prepare.  
Stockpile some items in case we cannot receive deliveries.  
Utilize an emergency work schedule to ensure food preparation.  
Use pre-packaged foods as necessary  
Education staff to assist with meal preparation as needed in staff absences |
| --- | --- | --- | --- |
| Maintenance & Engineering | Conduct preventive maintenance checks of filters and ventilation in dorms  
Make needed repairs  
Inventory equipment and supplies (sanitation and cleaning items)  
Utilize proper universal precautions  
Wash hands/sanitize door knobs  
Utilize a plan to ensure basic resources that are required to keep the building operational | Assist with sanitizing common areas and units  
Wash hands/sanitize door knobs  
Observe universal precautions.  
Maintain the critical areas of operations within the building. | Modified services  
Provide additional security and staffing of facility  
Wash hands/sanitize door knobs  
Observe universal precautions.  
Ensure filters are cleaned and ventilation system is operating properly to maintain conditioned, clean air.  
Maintain the critical areas of operations within the building.  
Increase precautions and sanitation of laundry and units. | Wash hands/sanitize door knobs.  
Observe universal precautions.  
Ensure filters are cleaned and ventilation system is operating properly to maintain conditioned, clean air.  
Maintain the proper temperature control |
| Education Staff | Inform staff to use universal precautions  
Normal instruction and observation  
Coordinate with the facility Director and review the emergency plans on a monthly basis  
Incorporate into the pandemic plan the requirements of | Modify school schedule to accommodate confirmed cases  
Develop modified schedule in case of full outbreak with staff/youth  
Temporarily close school buildings to sanitize from top to bottom | Implement modified school schedule for all youth  
Assist with security and staffing of facility  
Provide issues for youth in class.  
Provide hand sanitizer  
Report sick youth to administration. | Follow public health protocol  
Cancel school  
Education staff to do non-security duties (food services, phone calls for youth, etc.)  
Cancel parent/guardian meetings at the school |
| Behavioral Health / Mental Health Staff | Inform staff to use universal precautions Discuss pandemic illness with youth Consult with Cameron & Associates for stress and other factors related to potential pandemic Ensure staff use hand sanitizer Provide backup and support to medical and intake staff Keep the youth informed | Make appropriate notifications to parents/JPPS regarding confirmed cases Make notifications to released students and parents regarding confirmed case Prepare literature package for parents regarding pandemic Ensure staff use hand sanitizer Wear masks when seeing youth with symptoms. Youth with symptoms to wear masks during sessions Keep youth informed and deal with any issues of anxiety. Provide backup and support to medical and intake staff. | Provide crisis intervention to youth and staff Provide additional security and staffing for facility operations Send prepared literature package to parents and JPPS Provide updates to parents/JPPS regarding youth’s care Ensure staff use hand sanitizer Wear masks when seeing youth with symptoms. Youth with symptoms to wear masks during sessions If staff are absent (sick), contact the RBHSA for a contingency plan. Collaborate with community agency to provide appropriate services. | Follow public health protocols Cancel therapeutic groups Use as needed mental health staff in the event that regular staff became sick and can not come to work. Ensure staff use hand sanitizer Wear masks when seeing youth with symptoms. Youth with symptoms to wear masks during sessions If staff are absent (sick), contact the RBHSA for a contingency plan. Collaborate with community agency to provide appropriate services. |
| Community Services Staff | Ensure that all staff are familiar with infection control policy.  
Have hand sanitizer readily available to all staff.  
Ensure vehicles used to transport youth are equipped with infection control equipment and other emergency equipment ("transport kit").  
Ensure that Emergency Manuals have local Health Dept. contact information.  
Wipe down vehicles in between transports.  
Office Emergency Management Coordinator responsible for monitoring public health advisories.  
Develop and encourage universal precautions.  
Encourage immunization.  
Educate staff on infectious disease control and symptomology.  
Wash hands.  
Disinfect each office before and at the end of each work day.  
Make clients aware of what is going on.  
Identify Critical Mandated Functions and develop protocol for implementation. | Implement Emergency Staffing Plan in case of emergency.  
Notify families of youth who came into contact with infected employee.  
Contact the local Mental Health and DJJ Office of Health Services.  
Infected staff will not report to work and must be cleared by local HR rep before return.  
Continue universal precautions.  
Refer infected persons for medical treatment.  
Continue to encourage immunization for those not infected.  
Continue to sanitize and clean offices.  
Contact Central Office through the chain of command of situation. | Alternative work sites will be established along with increased teleworking.  
Coordinate with local Health Department and DJJ Office of Health Services.  
Continue universal precautions.  
Consider alternate work sites and/or work away status.  
Monitor staff & clients for symptoms.  
Continue to encourage immunization.  
Advise staff to get medically cleared if they have symptoms related to the pandemic.  
Monitor clients making office visits.  
Work with courts regarding movement, diversion, and release of youth. | Consult with DJJ Central Office, Office of Health Services regarding the continuation of services.  
Communicate with staff through DJJ cell or alternate number to keep them informed.  
Institute maximum infectious disease control steps to minimize spread through contact (person to person primarily), as well as all other steps as directed by the Department of Public Health.  
Contact Public Health Dept.  
Send clients and staff home if symptoms arise. |