



Administrative Procedure: Pandemic Action Plan

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1.0 World Health Organization Pandemic Periods and Phases

(Source: World Health Organization, 2005)

| Period | Phases and Description |
|----------------------|---|
| Interpandemic Period | <p>Phase 1 No new influenza virus subtypes have been detected in humans. An influenza virus subtype may be present in animals. The risk of human infection is low.</p> <p>Phase 2 No new influenza virus subtypes have been detected in humans.</p> |

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| | However, a circulating animal influenza virus subtype poses a substantial risk of human disease. |
| Pandemic Alert Period | <p>Phase 3 Human infection(s) with a new subtype, but no human-to-human spread or at most rare instances of spread to a close contact.</p> <p>Phase 4 Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.</p> <p>Phase 5 Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).</p> |
| Pandemic Period | Phase 6 Increased and sustained transmission in general population. |
| Post Pandemic Period | Phase 7 Return to interpandemic period. |

2.0 Interpandemic Period: Phases 1 & 2

- 2.1 INTERPANDEMIC PERIOD:** Planning and coordinating occurs during this phase. Schools and the board office become prepared. Staff, students and parents become well informed and understand their roles before, during and after a pandemic.

Appoint a pandemic manager

| Activity | Description | Responsibility |
|----------|-------------|----------------|
|----------|-------------|----------------|

| | | Completed |
|-----------------------------|--|-----------|
| Appoint a pandemic manager. | To coordinate information, upkeep of plan. | Director |

Appoint a communications person and/or crisis management team

| Activity | Description | Responsibility Completed |
|---------------------|---|---------------------------------|
| Appoint a person to | 1. Communicate to staff, parents, trustees current pandemic plans: <ul style="list-style-type: none"> a. Current Precautionary Measures b. FAQ Sheet | Director |
| Appoint a person to | 2. Establish who communicates, and what to communicate. | Human Resources and/or Director |
| Appoint a person to | 3. How will communication take place to parents and staff – consider phase and school/board closure: <ul style="list-style-type: none"> a. Social Media/Twitter b. Board Website c. Letters via email & hardcopy with students d. Media | Communications Officer/Director |
| Appoint a person to | 4. Develop and maintain up-to- | Communications |

| | | |
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| | date communication contacts with key public health stakeholders. | Officer |
|--|--|---------|

Prevention and Containment

| Activity | Description | Responsibility Completed |
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| Prevention and Containment | 1. Post notices at entrances. | Human Resources, Principals |
| Prevention and Containment | 2. Ensure proper health workplace practices: <ul style="list-style-type: none"> a. Proper Hand Washing b. Staying Home When Sick c. Post Notices To Visitors d. Notices To Parents | Director/HR/Principals |
| Prevention and Containment | 3. Identify and purchase resources for immediate and long term use (ie. hand sanitizers, first aid kits, cleaning supplies). | Human Resources, Principals, Manager of Plant and Field Services |

Cleaning Practices

| Activity | Description | Responsibility Completed |
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| <p>Review cleaning practices</p> | <p>Schools/board office should focus on cleaning to limit the spread of the virus:</p> <ul style="list-style-type: none"> ● Develop cleaning plans for each phase (ie. develop a rigorous cleaning policy). ● Inspect and replace or clean filters, air conditioners and heating units. ● Clean telephones, especially in common areas, daily. ● Regularly clean common areas, desktops, door handles, railings, sinks, more frequently than normal. | <p>Manager of Plant and Field Services, Custodians</p> |
| <p>Managing personal hygiene</p> | <p>Basic personal hygiene should be reinforced with staff and students in schools and the board office:</p> <ul style="list-style-type: none"> ● Create and distribute hand washing and influenza screening posters. ● Information sent to parents/staff. ● Use of hand sanitizers. | <p>Human Resources to develop, Principals to Distribute</p> |

Identify/revise policies and procedures and relevant legislation.

| Activity | Description | Responsibility Completed |
|--|---|---|
| <p>Identify/revise policies and procedures and relevant legislation.</p> | <ol style="list-style-type: none"> 1. Use of sick time. 2. Leave without pay. 3. Staff travel: <ol style="list-style-type: none"> a. When to restrict travel. b. Procedure what to do if staff recently travelled to an area where an outbreak has been declared (quarantine, contact health unit). 4. Use of compassionate leave. 5. What happens in the event of a school closure. <ol style="list-style-type: none"> a. Effect pay/benefits, who administers if payroll staff are ill or away (communicate to staff)? 6. WSIB – claims for those infected at work. 7. Human Rights – duty to accommodate. 8. Occupational Health and Safety – Employers are required to take every reasonable precaution (Bill C-45). | <p>Human Resources (Develop guidelines following the Current Collective Agreements)</p> |

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Operating schools with less staff, less goods and services, or school closure.

| Activity | Description | Responsibility Completed |
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| <p>Operating schools with less staff, less goods and services, or school closure.</p> | <p>There will be significant loss of people. At what point can we continue to operate schools? How many teachers, custodial staff, EA's are needed? What if the Chief Medical Officer decides it is better to keep schools open rather than closed? Develop a plan for reduced staff availability: casual lists.</p> | <p>Human Resources (To develop pandemic procedures)</p> |
| <p>Operating schools with less staff, less goods and services, or school closure.</p> | <p>Less goods and services from suppliers, contractors, etc.</p> <ul style="list-style-type: none"> ● Consult with vendors and suppliers, what do we need to continue to be operational? Do vendors and suppliers have plans in place? Can or should we stockpile? <p>Explore the possibility of continued learning, plan for school closure:</p> <ul style="list-style-type: none"> ● Student learning/internet? Homework? ● Should teachers prepare work for students to take home? <p>The effects on student learning in the event of a school closure.</p> | <p>Manager of Plant and Field Services</p> |

3.0 Pandemic Alert Period Phases: 3, 4 & 5

3.1 PANDEMIC ALERT PERIOD: Heighten awareness and take extra precautionary measures in schools and the board office.

Review pandemic plan for implementation.

| Activity | Description | Responsibility Completed |
|----------|--|---|
| Review | Keep contact information current. | Human Resources |
| Review | Provide ongoing briefings to staff. | Superintendent of Education, Principals |
| Review | Follow identified precautionary measures. | Human Resources outlines |
| Review | Institute increased disinfectant process by custodial staff. | Manager of Plant and Field Services |
| Review | Communicate to parents. | Human Resources, Director |
| Review | Monitor staff, students and visitors for flu like symptoms. | Principals, Teachers |

4.0 Pandemic Period Phase: 6

4.1 PANDEMIC PERIOD: Cases have been confirmed in our area.

Implement Plan

| Activity | Description | Responsibility Completed |
|----------------|----------------------------------|---------------------------|
| Implement plan | Continue communications, day-by- | Human Resources, Director |

| | | |
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| | day, hour-by-hour. | |
| Implement plan | Prepare for school/board office closure – await announcement from Chief Medical Officer. Communicate to staff/parents/trustees. | Human Resources, Director |
| Implement plan | Close schools/board office. | Human Resources, Director |

4.2 POST PANDEMIC PERIOD: The pandemic has been abated and schools/board office can re-open.

5.0 Post Pandemic Period: Phase 7

| Activity | Description | Responsibility Completed |
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| Assess capacity of staff to resume normal school operations. | Determine staffing needs based on returning student population. Note a person can be infectious for up to 21 days from when they first display symptoms. Follow the advice of the Chief Medical Officer in managing the return to work. | Human Resources to develop template for principals |
| Cleaning Policy | Resume rigorous cleaning policy. | Custodians |
| Crisis Recovery | Develop a plan for crisis management and recovery: <ul style="list-style-type: none"> ● Monitor and support the well- | Human Resources, principals |

| | | |
|---|--|--|
| | being of staff/students. | |
| Crisis Recovery | Develop a plan for crisis management and recovery: <ul style="list-style-type: none"> ● Plan for loss of staff/students. | Human Resources |
| Crisis Recovery | Develop a plan for crisis management and recovery: <ul style="list-style-type: none"> ● Post EAP information – plan for increased usage cost. | Human Resources |
| Crisis Recovery | Develop a plan for crisis management and recovery: <ul style="list-style-type: none"> ● Make educational materials available to staff and students. | Principals, teachers |
| Crisis Recovery | Develop a plan for crisis management and recovery: <ul style="list-style-type: none"> ● Plan for long term effects. | Human Resources |
| Evaluate the success of the pandemic plan and make adjustments. | Pandemic management team to evaluate plan. | Human Resources, senior administrators, principals |