

INTERLAKE SCHOOL DIVISION



PANDEMIC PREPAREDNESS GUIDELINES

September 2009
(revised October 2009)

SECTION 14 – PANDEMIC PLANNING

ACKNOWLEDGEMENTS

This document was developed by adapting and reprinting information, with permission, from the Manitoba Health/Manitoba Education, Citizenship and Youth publication entitled *Pandemic Influenza: Preparedness Guidelines for Manitoba School Divisions and Schools (K-12)*, October 2007, the Evergreen School Division Pandemic Preparedness Guidelines, the River East Transcona School Division Pandemic Preparedness Guidelines, and the Winnipeg School Division Pandemic Plan.

TABLE OF CONTENTS

	PAGES
1.0 PANDEMIC INFLUENZA	4 - 6
1.1 What is Pandemic Influenza?	
1.2 How is Influenza spread?	
1.3 What are the Symptoms?	
1.4 What is the Impact on Society?	
1.5 What is the Impact on Schools?	
2.0 MANAGEMENT OF PANDEMIC INFLUENZA	6 - 8
2.1 Preventive Steps	
2.2 Vaccine	
2.3 Building Hygiene	
2.4 Disease Management	
3.0 PANDEMIC CO-ORDINATION	8 - 9
3.1 Government of Manitoba	
3.2 Municipal Government	
3.3 Health Service Providers	
3.4 School Divisions	
4.0 PANDEMIC MANAGEMENT – INTERLAKE SCHOOL DIVISION	9 - 20
4.1 Membership of Pandemic Planning Committee	
4.2 Mandate of Pandemic Planning Committee	
4.2.1 Responsibility to Students and Families	
4.3 Students and Families	
4.3.1 Responsibility to Students and Families	
4.3.2 Responsibility to Students with Special Needs	
4.3.3 Students' Responsibilities	
4.3.4 Student Illness While at School	
4.3.5 Potential Spread of Infection at School	
4.3.6 Plan for International Students	
4.4 Employees	
4.4.1 Responsibilities Concerning Environmental Health and Safety	
4.4.2 Responsibilities to Employees	
4.4.3 Employees' Responsibilities to Schools	
4.4.4 Response Plan for Employee Absenteeism	
4.4.5 Response Plan for Administration	
4.4.6 Response Plan for Teaching Activities	
4.5 Interruption of Services and Supplies	
4.5.1 Services and Supplies	
4.5.2 Information Technology	
4.6 School Closure	

5.0	BUILDING MAINTENANCE PLAN	20 - 21
5.1	Pre-Pandemic	
5.2	During a Pandemic	
5.3	Permit Holders	
5.4	Schools Designated as Emergency Housing	
5.5	Animals in the School	
6.0	TRANSPORTATION PLAN	21
7.0	COMMUNICATION PLAN	22 - 24
7.1	Sharing ISD's Pandemic Preparedness Guidelines with Employees, Parents and Students	
7.2	Sharing Pre-Pandemic Information with Employees	
7.3	Sharing Pre-Pandemic Information with Parents/Guardians and Students	
7.4	Sharing Information with Employees during a Pandemic	
7.5	Sharing Information with Parents/Guardians and Students during a Pandemic	
7.6	Sharing Information with the Community and Regional Health Authority during a Pandemic	
7.7	Sharing Information with Employees, Parents/Guardians and Students after a Pandemic	
8.0	BUSINESS PLAN	25
9.0	RECOVERY PLAN	26
10.0	REVIEW OF ISD PANDEMIC PREPAREDNESS GUIDELINES	27
11.0	APPENDICES	
Appendix A	Contacts	
Appendix B	Hand Hygiene	
Appendix C	What can I do to prevent myself from getting infected with influenza during a pandemic?	
Appendix D	How can I care for myself when I have the flu?	
Appendix E	Building Hygiene	
Appendix F	Sample Letters to Parents/Guardians (Pre-Pandemic, during a Pandemic, Post-Pandemic)	
Appendix G	Administrators checklist	
Appendix H	Building Maintenance Checklist	
Appendix I	Transportation Checklist	
Appendix J	Custodial Checklist	
Appendix K	Department Head Checklist	
Appendix L	Potential Pandemic Timeline	
Appendix M	Pandemic Event Protocol Flow Chart	

1.0 PANDEMIC INFLUENZA

1.1 What is Pandemic Influenza?

Pandemic influenza is an epidemic that spreads throughout the world. Influenza A is the type of influenza virus involved in all known influenza pandemics. Influenza A viruses can undergo major changes or shifts in genetic makeup, producing a completely new strain for which most people have little or no specific immunity. As a result, large numbers of individuals become infected as it spreads.

For an influenza virus to be considered a pandemic, it must be a new virus with the ability to spread efficiently among people, causing widespread illness and death.

While we have learned from past pandemics in history (1918-19; 1957-58; and 1968-69), there is much we do not know and research is ongoing.

1.2 How is Influenza Spread?

1.2.1 The influenza virus enters the body through the nose, eyes or throat:

- a. When people with influenza cough or sneeze, large droplets containing the virus are produced and can travel up to one metre in the air.
- b. Inhaling these droplets or having them come into contact with your mouth, eyes, or nose can result in infection. This can occur by:
 - i. Hand-to-hand contact with infected individuals, or
 - ii. By touching surfaces or handling objects contaminated by infected individuals.

1.2.2 Infected persons can be contagious from the day before they develop symptoms and up to seven days afterwards (typically three to five days in healthy adults and up to seven days in children). This time frame may be longer for children and people with decreased immune system functioning.

1.2.3 Not everyone who comes in contact with influenza virus will become ill. However, they may still spread it to others.

1.3 What are the Symptoms?

- 1.3.1 Once infected with influenza, it usually takes from one to three days to develop symptoms. Symptoms include fever and a cough, often accompanied by one or more of the following:
 - a. Aching muscles and joints.
 - b. Headache.
 - c. Severe weakness and fatigue.
 - d. Sore throat.
 - e. Runny nose.
- 1.3.2 Children can have gastrointestinal symptoms such as nausea, vomiting and diarrhea but these symptoms are uncommon in adults.
- 1.3.3 Generally, symptoms can last four to seven days. A cough and general fatigue may persist for several weeks.
- 1.3.4 Most people recover from influenza without medical intervention. However, some people, particularly the very young or old, and those with compromised immune systems, can develop complications including bacterial infections such as pneumonia, which can result in prolonged illness or even death.

1.4 Impact on Society?

- 1.4.1 During a pandemic, it is expected there will be a greater extent of illness and death than experienced during an ordinary influenza season. However, most people who get ill will recover. Public health experts assume that:
 - a. Thirty-five percent of people could become sick enough to miss at least one-half day or more of work.
 - b. Of those who get sick, 0.5 percent could die.
- 1.4.2 A pandemic may occur over a two-year period. It may occur in waves with each wave lasting six to eight weeks and separated by three to nine months. A second wave may cause more serious illness and deaths than the first.
- 1.4.3 It is anticipated there will be three months warning from the time a pandemic is declared by the World Health Organization until the virus arrives in Canada. This is based on the assumption that a pandemic will start elsewhere in the world, and then spread to North America. It is possible the warning period will be shorter.

1.5 Impact on Schools?

1.5.1 Educational continuity in schools could be impacted by:

- a. Employee absenteeism.
- b. Student absenteeism.
- c. Interruption of services and supplies and reduction in outside supports.
- d. Potential school closures.
- e. Potential additional duties.
- f. Financial losses or incremental costs.
- g. Potential spread of infection at school.
- h. Staff and students becoming ill at school.

Schools will not automatically close. The working expectation is that schools will continue to operate and provide an environment that is as safe as possible during a pandemic.

2.0 MANAGEMENT OF PANDEMIC INFLUENZA

2.1 Preventative Steps

People should take steps to prevent themselves from becoming infected and from spreading infection to others. These include:

- 2.1.1 Making efforts to improve your general health status through healthy living behaviours such as exercising, eating well, getting enough sleep and not smoking.
- 2.1.2 Washing your hands often and teaching others to do the same.
- 2.1.3 Keeping your hands away from your mouth, nose and eyes.
- 2.1.4 Not sharing eating utensils or drinks, or school supplies such as pencils or rulers, or musical instruments with mouthpieces.
- 2.1.5 Covering your cough.
- 2.1.6 Getting a vaccine (when available).
- 2.1.7 Staying home if you are sick.

These measures are recommended every year for annual influenza outbreaks to reduce your risk of getting or spreading influenza.

See Appendices B, C, D and E for further information.

Appendix B Hand Hygiene

Appendix C What can I do to prevent myself from getting infected with influenza during a pandemic?

Appendix D How can I care for myself when I have the flu?

Appendix E Building Hygiene

2.2 Vaccine

2.2.1 Vaccination against influenza is the most effective tool to prevent infection with influenza and complications of the disease. Vaccines cause the production of antibodies against the specific strains of influenza virus contained in the vaccine, providing immunity. The vaccine does not contain live virus, so it cannot cause influenza. Influenza vaccines have been used for decades with great success in minimizing the impact of annually circulating influenza viruses as well as for recent pandemics. A new vaccine is produced each year to ensure people are protected against circulating influenza viruses, which undergo minor changes from year to year.

2.2.2 During a pandemic, a completely new influenza virus will be circulating among people around the world. It will be necessary to develop a completely new vaccine to protect people from the pandemic virus. It could take four to six months for a vaccine to be developed and become available. Manitoba Health's goal is to ensure all Manitobans can receive the pandemic vaccine as quickly as possible once the vaccine becomes available.

2.3 Building Hygiene

Although it is impossible to maintain an infection-free building, there are some steps that can minimize and slow the spread of the virus.

A list of specific suggestions is outlined in Appendix E.

2.4 Disease Management

Appendix D provides information on "How can I take care of myself when I have the flu?"

2.4.1 Antiviral Drugs – are used for the prevention and early treatment of influenza. If taken shortly after getting sick (within 48 hours), they can reduce influenza symptoms, shorten the length of the illness and potentially reduce any serious complications. Antivirals work by

reducing the ability of the virus to reproduce. However, they do not provide immunity from the virus. Planning for antiviral used during a pandemic is ongoing at the national level; however, it is most likely that antiviral drugs will be used at the beginning of a pandemic to treat people who become ill pending development of a vaccine.

- 2.4.2 Antibiotics – Influenza is caused by a virus not bacteria, so antibiotics cannot be used to treat influenza specifically. However, antibiotics are very useful in treating bacterial complications of influenza such as pneumonia, which can result in prolonged illness or even death. The same will be true during a pandemic.

3.0 PANDEMIC Co-ORDINATION

3.1 Government of Manitoba

- 3.1.1 The Government of Manitoba will establish an *Incident Management System (IMS)* during an influenza pandemic or any large scale emergency that affects the province.
- 3.1.2 Manitoba Emergency Measures Organization (EMO): EMO will lead the response to an influenza pandemic. Primarily, it will work with government departments at local, provincial and federal levels to help manage the emergency. The Office of the Chief Medical Officer of Health will lead public health emergency preparedness and response effort for pandemic influenza.
- 3.1.3 Office of Disaster Management (ODM): this Manitoba Health organization is responsible for providing the framework for the health sector response to a pandemic influenza to ensure a coordinated response within the health sector.
- 3.1.4 Manitoba Education, Citizenship and Youth (MECY): MECY is developing business continuity plans to enable important supports to schools to continue during emergencies. MECY will also support school divisions and schools with their pandemic response. This may include any necessary adaptations for departmental policy and funding issues, assistance in resolving unanticipated difficulties and communicating common education issues to government to ensure the needs of schools are fully understood and addressed. MECY will be involved in facilitating or delivering communications and services from official authorities to divisions and schools, as directed by the provinces' Incident Management System (IMS).

3.2 Municipal Government

The role of a municipal or other local government during an emergency is to continue normal services. The municipal government is obligated to ensure that its citizen's basic humanitarian needs are supported during any emergency. These needs could include emergency social services.

3.3 Health Service Providers

During any emergency, the regional health authorities will continue to provide health services and will provide public health advice to local citizens, businesses and organizations. During a pandemic influenza, the Regional Health Authority will also distribute and administer vaccines and antiviral medications. Each Regional Health Authority has a Medical Officer of Health and public health doctors with expertise in areas such as controlling the spread of communicable diseases and authority to issue orders under The Public Health Act. Medical Officers of Health will have a key leadership role to play during a local response to a pandemic.

3.4 School Divisions

Schools will not be automatically closed. The working expectation is that schools will continue to operate and provide an environment that is as safe as possible during a pandemic. Manitoba Health, Manitoba Emergency Measures Organization, and MECY have the authority to close schools for health, emergency response or educational reasons respectively. MECY has assumed authority for decisions regarding school closures.

See Appendix A for "Contacts" information

4.0 PANDEMIC MANAGEMENT – INTERLAKE SCHOOL DIVISION

4.1 Membership of Pandemic Planning Committee

- Superintendent
- Assistant Superintendent
- Secretary-Treasurer
- Student Services Administrator
- Program Support – Curriculum
- Program Support – Technology
- Human Resources
- Transportation Supervisor
- Maintenance Supervisor
- Safety Officer

- Administrator representation from Early Years, Middle Years and Senior Years.

4.2 Mandate of Pandemic Planning Committee

4.2.1 The mandate of the Interlake School Division Pandemic Planning Committee is to continue to operate during a pandemic, and to:

- a. Provide a safe environment for students and staff (before, during and after a pandemic).
- b. Remain operational and maintain instruction and services.
- c. Ensure essential services continue during a pandemic (i.e. supervision, curricular requirements, building security).
- d. Communicate accurately and in a timely manner with management, staff, students and families regarding operations before, during and after a pandemic.
- e. Track and monitor the activities and additional costs of responding to the pandemic.

4.3 Students and Families

4.3.1 Responsibility to Students and Families

- a. The interest of students is paramount in the determination of academic concerns in the event of a pandemic.
- b. Students will be educated, at an age-appropriate level, about flu prevention and symptoms before a pandemic, and will be encouraged to make appropriate personal health decisions during a pandemic.
- c. During a pandemic, every effort will be made to continue to offer school services as normally as possible.
- d. Schools will provide students and parents/guardians with timely communication regarding the school's plans and expectations for continued instruction.
- e. Where possible, continuation of course work and assignments may be facilitated through independent course work and technology.

- f. Decisions on day-to-day instructional matters will be the responsibility of the school principal and superintendent.
- g. Decisions to extend the term, revise exam schedules or alter the academic schedule will be made by the Board of Trustees and superintendent.
- h. Decisions will be made at the school level regarding students who have missed or not completed work due to illness, class cancellations, or other reasons connected to the pandemic.
- i. In the event of a school closure, students may be redeployed to other schools or locations in the division.
- j. In the event schools close, schools will provide parents/guardians with as much lead time as possible, the reasons for the closure, and a realistic estimate of the duration of the closure.

4.3.2 Responsibility to Students with Special Needs

In accordance with Manitoba's Philosophy of Inclusion and requirement for appropriate educational programming, Interlake School Division (ISD) will consider all students with special needs, in the event of a pandemic.

Where students require additional supports such as an instructional assistant to participate in a meaningful and safe way in the educational program, the services may be interrupted if key staff members are absent due to illness. Every effort will be made to meet with parents/guardians of students with exceptional needs and to develop plans for the event of widespread school closure or shortage of staff. Consideration will be made for the student's educational programming, the availability of alternate staff support and in some cases, transportation. Whenever possible, the planning will take place early, allowing parents/guardians to be involved and aware of potential issues that may interrupt their child's educational programming. In a pandemic situation, any potential health risk to the student will also be discussed with the family in developing a plan.

4.3.3 Students' Responsibilities

- a. Section 2.62 of The Public Schools Act allows parents/guardians to keep children out of school if they are ill.
- b. All students will be asked to remain away from school and not attend classes if they are showing flu symptoms. Parents/guardians will be asked to contact the school and inform the office of the reason for the student's absence.
- c. If a closure of their school has been announced, students will be expected to:
 - i. Remain away from the school during the closure.
 - ii. Monitor the ISD website to determine the state of the alert at the school and establish when they can return. Emergency information will be posted online at www.isd21.mb.ca and made available via telephone at 204-467-5100.
 - iii. Monitor television and radio for announcements concerning their school.
- d. When a school re-opening has been announced, students will be expected to:
 - i. Report to class on the identified day.
 - ii. If unable to report to class because they are in quarantine, nursing an infected person, or are ill with the pandemic influenza, they will be asked to contact the school and inform the office of the reason for their absence.

4.3.4 Student Illness while at School

Schools will identify an area where children who may become ill at school can be accommodated until their parents/guardians can be contacted to take them home. Parents/guardians will also be contacted if their child displays symptoms of influenza.

Ill children will stay in a separate area and be kept a metre apart even if they are not displaying characteristic influenza symptoms.

This serves to minimize the likelihood of transmission between those with influenza and those ill due to other causes.

Schools will communicate Manitoba Health advice on return-to-school timelines to students and parents/guardians.

4.3.5 Potential Spread of Infection at School

Measures to reduce personal exposure in school buildings will be balanced with the need to maintain normal routines, school operations and societal functioning. ISD will:

- a. Mount non-alcohol based hand sanitizer dispensers in every classroom in order to minimize the spread of infection in schools. This is to be used as a back-up to washing hands with soap and water.
- b. Establish a clear and well-communicated message that stresses the need for students and staff to stay home if they are displaying any flu-like symptoms.
- c. Minimize social interactions by:
 - i. Limiting visitor access to the school.
 - ii. Limiting face-to-face meetings or number of persons in attendance.
 - iii. Considering postponing some events that are open to the public and/or parents/guardians, including travel for intramural school activities.
 - iv. Increasing distance education and work-at-home options.
 - v. Promoting personal hygiene practices by educating and reminding students and others of the importance of preventive measures.

4.3.6 International Students

In the event of a pandemic, the International Education Program will have these expectations:

- a. International students studying in ISD schools will follow all rules and procedures implemented by school division officials for Canadian citizens as well as Permanent Resident ISD students.
- b. International students studying in ISD schools will comply

with all rules and procedures implemented for Canadian citizens as well as Permanent Resident ISD students, pertaining to school attendance as well as for completing school work and assignments to the best of their ability in the given circumstances.

- c.
 - i. International students studying in ISD and residing with ISD Homestay families at the time of a pandemic, will remain in the care of their Homestay families and will continue to reside in their Homestay family homes until such time that the pandemic has ended and/or travel outside of Canada has been permitted by Canadian government authorities.
 - ii. Should international travel be permitted by Canadian government authorities and it is the wish of international students and their natural parents for the student to return home, ISD will permit this.

4.4 Employees

Health experts estimate that 35 percent of the population could become ill enough to miss at least half a day of work.

During a pandemic, ISD will implement measures to minimize or slow the spread of influenza within its facilities. Clear, well-communicated messages will stress that coming to work while sick is discouraged. Messages will also focus on compensation issues and assurances a system is in place to cover the work of those who are ill.

ISD will communicate Manitoba Health advice on return to school and work timelines to staff, students and parents/guardians.

4.4.1 Responsibilities Concerning Environmental Health and Safety

- a. The school division will continue, as far as reasonably practical, to provide a safe and healthy environment in which to carry on the division's affairs during a pandemic.
- b. The school division will rely on the appropriate public health authorities (e.g. Public Health Agency of Canada, Manitoba Health, Interlake Regional Health Authority) to provide advice, guidance, and support to the division on safety, health and environmental matters as resources permit during a pandemic.

- c. The school division will liaise with its schools and work sites regarding pandemic mitigation, preparedness, and response and recovery action.
- d. the school division will respond to requests for assistance based on a prioritized risk assessment of the issue/hazards.
- e. The school division will evaluate and promote measures that are proven effective during a pandemic in protecting employees as endorsed by the public health authorities of Manitoba.

4.4.2 Responsibilities to Employees

- a. Initially, if the school division is shut down, regular employees who would be scheduled to work will continue to be paid. This decision will be reviewed as the duration of the shutdown is assessed.
- b. Employees will be educated on flu symptoms and will be required to stay home if displaying symptoms of influenza.
- c. In the event of a school closure, employees will be reassigned to other schools/facilities within the division. This decision will be reviewed as the duration of the school closure is being assessed.
- d. Administration will work with employees and their union/association representatives to develop an efficient and appropriate reassignment process.
- e. Employees who are unable to attend work due to illness will be covered by the existing sick leave provisions in appropriate collective agreements or division policies and procedures.
- f. Where appropriate, employees may be requested to work from home.
- g. Maintenance of payroll, pension and benefits will be given priority. In instances where inaccurate disbursements are being made, the division will take corrective steps in the post pandemic stage.

- h. In the event of a divisional or school closure, employee income and benefit information will be available to the affected employees.
- i. In the event of a divisional or school closure, ISD may consider deferring staff leaves for non-health reasons, for example professional development, vacation or other reasons, if staff members are needed to cover for absent employees.

4.4.4 Response Plan for Employee Absenteeism

If the pandemic causes illness in 35 percent of the population, employers should expect up to 25 percent of their staff to be away from work during the peak two weeks of a pandemic wave of activity. Public health officials are using 25 percent absenteeism rates for planning purposes. Absenteeism among staff may be due to either personal or family illness.

ISD may consider these measures in response to high rates of employee absenteeism:

- a. Designate backups for key decision makers and arrange for delegation of decision-making and financial authority if they are unavailable.
- b. Discuss possible response measures with the staff currently filling key roles.
- c. Document all employees' teaching, administrative or other skills and knowledge in order to determine how they can be used to backfill employees providing key services.
- d. Establish a system for tracking the availability of all employees for the purposes of managing and re-assigning personnel as needed.

4.4.5 Response Plan for School Administration

ISD may consider these strategies for addressing periods of high administration absenteeism:

- a. Document any administrative activities that might be added during a pandemic or might increase in terms of workload (i.e. contacting the parents/guardians of absent children, compiling and disseminating absentee information, etc.).

See Appendix G

- b. Cross-train staff on any specialized or technical activities.
- c. Provide written instructions so that partially trained employees or volunteers can complete essential tasks.
- d. Document location of critical information and means of access (e.g. passwords, keys).
- e. Report any confirmed cases of H1N1 via email to the executive secretary. Please include the name, MET number, grade, and school that the student attends. Report any confirmed cases of H1N1 to the IRHA.
- f. Prepare to report excessive absenteeism to the Superintendent's Department and to the IRHA for pandemic surveillance purposes. At a time of pandemic, Manitoba Health/MECY will provide absenteeism reporting guidelines.

4.4.6 Response Plan for Teaching Activities

ISD may consider these strategies for addressing periods of high teacher absenteeism:

- a. Replacement Personnel
 - i. Draw from the substitute pool.
 - ii. Use administrative personnel, retired teachers, parents/guardians, volunteers or education students to assist teachers. Have criminal record checks and child abuse registry checks done well in advance.
 - iii. Have some people licensed on temporary permits in advance of the pandemic. Complete criminal record checks and child abuse registry checks well in advance.
 - iv. Where it is reasonably anticipated that the existing substitute pool will be depleted and no other qualified, certified teachers are available, consider applying in advance to the Professional Certification and Student Records Unit of the Department for substitute teaching permits for persons who might potentially be called upon to temporarily replace ill staff.

- b. Alternative Service Delivery
 - i. Combine similar grades, since student absenteeism will likely reduce class sizes.
 - ii. Provide alternate activities that can be accommodated by fewer teaching staff.
 - iii. Be prepared to temporarily combine schools.
 - iv. Continue instruction for students who are home and well enough to do school work, including home work and/or virtual instruction on the internet with phone contact.
- c. Scale Back Services
 - i. Postpone or cancel classes or events when necessary.

4.5 Interruption of Services and Supplies

4.5.1 Services and Supplies

Suppliers are likely to experience operational, production and shipping difficulties and the demand for certain types of supplies may increase dramatically. Some supplies may not be available at all. Costs may also rise.

Suppliers, where possible, will continue to provide normal functions and support during all phases of a pandemic. It is expected that utilities including electricity, natural gas and telephone services will not be disrupted.

It is recommended that the Maintenance Department:

- a. Talk to suppliers to determine if they have plans to deal with emergency conditions.
- b. Locate suitable service providers as a backup in case regular suppliers are not available.
- c. Build an inventory of critical supplies for a pandemic such as hand soap, cleaning supplies, tissues, hand wipes, etc.
- d. Have maintenance inspections and repair work done in advance, during the warning period before a pandemic arrives in Manitoba.

- e. Determine how long some systems that require periodic maintenance can operate without inspection.
- f. Determine beforehand whom to contact in government for regulatory and public health issues (see Appendix A for more information).

4.5.2 Information Technology

In the event of a pandemic, the IT Department of ISD will fulfill the following responsibilities:

- a. In the shutdown scenario, the IT server and network infrastructure can normally run without on-site staff for two weeks. After that time, staff will come to work to perform some maintenance functions.
- b. In the shutdown scenario, there will be a protocol for allowing IT staff access to computer locations in all ISD sites in order to perform maintenance and recovery functions.
- c. In all scenarios, it will be necessary to keep the web space, core data network, e-mail and other systems running.
- d. Suppliers, where possible, will continue to provide normal functions and support during all phases of a pandemic.
- e. In administrative systems, what IT provides will be defined by the requirements from the business departments.

4.6 School Closure

Schools will not automatically close. The working expectation is that schools will continue to operate and provide an environment that is as safe as possible during a pandemic.

It is possible a school or schools in the Interlake School Division may close if Manitoba Public Health officials order the temporary closure of all public facilities where people congregate, including schools, in the early stages of a pandemic in an attempt to slow the spread and impact of the disease.

It is possible circumstances may cause a temporary, incidental closure of a school. This could be due to excessive employee absenteeism or a critical building system failure that results in the inability to maintain a safe

environment for students. Manitoba Education, Citizenship and Youth (MECY) or other government authorities could potentially ask a school to close if the building is required for other purposes during a pandemic. Such a decision would be made with the school division.

Manitoba Health, Manitoba Emergency Measures Organization, and MECY have the authority to close schools for health, emergency response or educational reasons respectively. MECY has assumed authority for decisions regarding school closures.

5.0 BUILDING MAINTENANCE PLAN

In the event of a pandemic, the Building Maintenance Department of ISD will fulfill the following responsibilities:

5.1 Pre-Pandemic

- 5.1.1 Document and review building maintenance activities and prioritize maintenance functions for continued service.
- 5.1.2 Identify essential services to be continued in the event of closure (heat, security).
- 5.1.3 Consider any changes to maintenance during a pandemic (e.g. increased cleaning).
- 5.1.4 Cross-train maintenance staff with regard to any specialized or technical activities, including cross-training staff that normally perform other functions and work in other buildings.
- 5.1.5 Provide written instructions so that untrained employees or volunteers can complete some essential tasks.
- 5.1.6 Document the locations of critical equipment, building systems (service panels) and means of accessing them (e.g. passwords, keys).

5.2 During a Pandemic

- 5.2.1 Services will be maintained as long as possible provided there are adequate supplies and staffing levels. Cleaning of washrooms and public areas will be a priority.
- 5.2.2 The maintenance department will promote building hygiene by following the measures outlined in Appendix E Building Hygiene.

5.2.3 ISD will continue to rely on Manitoba Hydro and other major utility providers to continue to provide services.

5.2.4 In the event of a shutdown, only essential services will be maintained. Minimal to no snow clearing, maintenance, etc. will be done. Buildings will be monitored.

5.3 Permit Holders

All weekend and evening activities held in ISD schools may be postponed or cancelled for the duration of the pandemic (i.e. Continuing Education).

Depending on the severity of the pandemic, the ISD will determine whether daytime permit holders should be permitted to continue to operate.

Interlake School Division will advise permit holders of school closure plans and clarify their responsibility for alternative relocation.

5.4 Schools Designated as Emergency Housing

In some situations, schools are an emergency housing alternative for other organizations (e.g. for a senior citizen residence). If that is the case, the school will inform the other organization about the potential for school closure in a pandemic and clarify the communication plan in that event.

5.5 Animals in the School

If there are animals in the school (e.g. classroom pets, lab animals), schools will make the same kinds of arrangements that occur during holiday breaks.

See Appendix H for a *Building Maintenance Checklist*
See Appendix E

6.0 TRANSPORTATION PLAN

In the event of a pandemic, the ISD's Transportation Department will make every effort to continue to provide bussing service to students. Reduced or suspended services will be communicated to students, parents/guardians and schools.

Cleaning of buses will take place as directed by the Transportation Supervisor.

See Appendix E
See Appendix I for a *Transportation Checklist*

7.0 COMMUNICATION PLAN

In the event of a pandemic all school division communications will come from the Superintendent's Department. The superintendent will be the official spokesperson through which information will be communicated. Pandemic information will be obtained by consulting Manitoba Health and MECY. Pandemic information may be communicated by:

- The ISD website
- Written communications such as memos, posters, etc.
- E-mail or telephone
- Radio and television for public service announcements
- School signs and reader boards

7.1 Sharing ISD's Pandemic Planning with Employees, Parents/Guardians and Students

Upon completion of the ISD Pandemic Plan, the Superintendent's Department will:

- 7.1.1 Obtain Board approval.
- 7.1.2 Present an overview of the plan to the ISD Administrative Council. Principals will then share the information with their respective staff members.
- 7.1.3 Present an overview of the plan to the Building Maintenance Department, Transportation Department, IT Department and department heads to share information with their respective staff members.
- 7.1.4 Provide an article for publication in school newsletters, informing parents/guardians and students that pandemic plans are in place and will be activated if a pandemic is declared.

7.2 Sharing pre-Pandemic Information with Employees

ISD will provide its employees with reliable sources where they can find information on how to prepare themselves and their families for a pandemic and what to do if they become infected.

These sources include:

- Manitoba Health www.gov.mb.ca/health/odm/index.html
- Government of Manitoba www.gov.mb.ca/influenza/pandemic
- Manitoba Education, Citizenship and Youth
www.edu.gov.mb.ca/k12/policy
- Government of Canada www.phac-aspc.gc.ca/cpip-pclcpi
- World Health Organization
www.who.int/csr/disease/avian_influenza/en

See Appendix A for further information

7.3 Sharing Pre-Pandemic Information with Parents/Guardians and Students

Using information provided by the superintendent, ISD schools will provide parents/guardians and students with reliable sources on where to find information on preparing themselves for a pandemic and what to do if they become infected.

Using the communication plan the division will:

- 7.3.1 Communicate the measures they are taking to remain operational and to provide a safe and healthy environment for their employees and students.
- 7.3.2 Explain how closures and other changes will be communicated.

7.4 Sharing Information with Employees during a Pandemic

Using the communication plan the division will:

- 7.4.1 Share critical information about the pandemic with its schools and worksites.
- 7.4.2 Keep employees informed of operational changes within the school division.

7.5 Sharing Information with Parents/Guardians and Students during a Pandemic

- 7.5.1 Using information provided by the superintendent, ISD schools will:
 - a. Reinforce messages from the pre-pandemic phase.

- b. Keep parents/guardians and students informed of operational changes to school services.

7.5.2 Public information sessions (e.g. with public health nurses) will only be considered if approved by public health.

7.5.3 This messaging will provide concise, factual information regarding:

- a. The impact of the pandemic on schools/school division.
- b. What students, parents/guardians can expect from their school.
- c. What they can do to work with their school.
- d. When reduced or suspended services will be restored.

7.6 Sharing Information with the Community and Interlake Health Authority during a Pandemic

ISD will coordinate a Pandemic Committee who will communicate as necessary with the community and Regional Health Authority, issues with regards to the support of schools. The spokesperson of the Pandemic Committee will be the superintendent or his/her designate.

7.7 Sharing Information with Employees, Parents/Guardians and Students after a Pandemic

7.7.1 Following a pandemic, ISD and its schools will:

- a. Continue to communicate with employees, parents/guardians and students regarding the return to normal operations.
- b. Help students and their families by identifying community resources to help cope with loss and stress.
- c. Communicate information regarding ceremonies schools may hold to remember deceased employees or students.
- d. Consider in-class supports to help students deal with stress and the impact of the pandemic.
- e. Communicate strategies for catching up on missed instructional time or backlogged work.

8.0 BUSINESS PLAN

- 8.1 In the event of a pandemic, there may be a variety of financial implications for schools. These could include:
 - 8.1.1 Incremental costs associated with preparing for, responding to and recovering from the emergency. This could include the cost of substitute staff, additional supplies, alternate instruction venues, counselling, and communication associated with emergency responsibilities for the school population.
 - 8.1.2 Extra costs associated with duties assigned for the broader community (if any).
- 8.2 ISD will include emergency preparedness in its financial management processes. This will include:
 - 8.2.1 Budgeting processes.
 - 8.2.2 Tracking preparation, response, and recovery activities and costs for:
 - a. Legal issues that may arise.
 - b. Reimbursement of eligible costs under any announced disaster recovery programs.
 - c. School insurance policies that may include business continuity insurance, which normally covers temporary costs (e.g. temporary space) that arise from a disaster.
 - 8.2.3 The school division will track incremental costs (the extra costs due to pandemic activities, less any savings from not having to provide some services). This will be useful for planning purposes in future as well as in the event there is any level of compensation made available from the various levels of government.
 - 8.2.4 Funding: MECY will continue to fund school divisions during an emergency. However, funding will be contingent on a number of factors including reasonable efforts to maintain contact with students, continue instruction and provide opportunity for student learning and progress.

9.0 RECOVERY PLAN

- 9.1 A pandemic may come in two or more waves and last up to two years. It will impact the school division in a variety of ways, including:
 - 9.1.1 Significant loss of instructional time and backlog of work postponed due to the pandemic.
 - 9.1.2 Disruption of communication with students, families and others.
 - 9.1.3 Psychological stress and low morale. Individuals' coping abilities will be challenged by a variety of issues such as: deaths of colleagues, friends and loved ones, financial hardship associated with unemployment, incomplete schooling and other issues.
 - 9.1.4 Additional costs to the school.
 - 9.1.5 Permanent loss of employees and their corporate knowledge due to death or disability.
- 9.2 ISD will consider developing the following as part of its schools' recovery plans:
 - 9.2.1 Strategies for catching up on missed instructional time or backlogged work.
 - 9.2.2 Continued communications with employees, parents/guardians, and students regarding the return to normal operations.
 - 9.2.3 Rebuilding corporate knowledge of school and division processes or systems.
 - 9.2.4 Implementing programs for students and staff to help them deal with stress and the impact of the pandemic.
 - 9.2.5 Identifying resources for stress counselling for employees, students and their families.
 - 9.2.6 Recruiting and training of replacement employees and the temporary or permanent reassignment of employees to maintain operations.
 - 9.2.7 Compiling necessary information to participate in any financial recovery programs.

10.0 REVIEW OF ISD PANDEMIC PLANNING

These plans will be reviewed with the Interlake Regional Health Authority within six months of adoption, following subsequent Pandemics, or upon receipt of updated information from Manitoba Health or MECY.

These plans will also be reviewed on a regular basis with the Interlake School Division Pandemic Committee, and revised as necessary

11.0 APPENDICES

CONTACTS

Manitoba Education, Citizenship and Youth

Emergency Response Co-ordination Director
Finance and Administration Branch
Winnipeg, MB R3E 3J5
204-945-0668

Administration Services Director
Education Administration Services Branch
1181 Portage Ave.
Winnipeg, MB R3G 0T3
204-945-8664

Manitoba Health

Health Service Delivery
Pandemic Influenza Director
Office of Disaster Management
204-945-1444

www.gov.mb.ca/health/odm/index.html

Public Health
Pandemic Influenza Information
Critical Issues Co-ordinator
Office of the Chief Medical Officer of Health
204-788-6666

Manitoba Intergovernmental Affairs and Trade

Manitoba Emergency Measures Organization
1525-405 Broadway
Winnipeg, MB R3C 3L6
204-945-3050

www.manitobaemo.ca

Interlake Regional Health Authority

Dr. Tim Hilderman, Medical Officer
467-4410

Sandy Phillips, Public Health Program Manager
785-7783

Website Information

Manitoba Health	www.gov.mb.ca/health/odm/index.html
Government of Manitoba	www.gov.mb.ca/influenza/pandemic
Manitoba Education, Citizenship and Youth	www.edu.gov.mb.ca/k12/policy
Government of Canada	www.phac-aspc.gc.ca/cpip-pclcpi
World Health Organization	www.who.int/csr/disease/avian_influenza/en

HAND HYGIENE

Hand washing/hand hygiene reduces the number of micro-organisms on the hands and is the most important practice to prevent the spread of infection.

WHEN:

Before:

- Direct hands-on care of others.
- Preparing, handling, serving or eating food.
- Feeding others.

After:

- Contact with items known or considered to be contaminated.
- Personal use of toilet, wiping nose or coughing.

PRODUCTS:

Soap and water:

- Recommended for routine hand-washing.

Alcohol-based hand rubs:

- Products containing a minimum of 60 percent alcohol are an alternative when plain soap and water are not available, except if hands are visibly soiled.
- If hands are visibly soiled, heavy soiling should be removed before using alcohol-based hand rubs for maximum effectiveness.

HOW TO WASH YOUR HANDS:

Using plain soap and water:

- Wet hands under warm running water. Use either liquid or bar soap.
- Apply soap and distribute over hands.
- Rub hands together vigorously for 10 to 15 seconds to create a good lather.
- Using friction, cover all hand surfaces including wrists, fingernails, web spaces, thumbs and palms.
- Rinse under warm running water.
- Dry hands gently and thoroughly with a disposable towel.
- Turn off faucet using a clean disposable towel.

Using an alcohol-based hand rub:

- Apply two to three millilitres of the product to the palm of one hand.
- Rub hands together covering all surfaces including, wrists, fingernails, web spaces, thumbs and palms.
- The product generally dries within 15 to 20 seconds.
- Ensure hands are completely dry before performing another task.

WHAT CAN I DO TO PREVENT MYSELF FROM GETTING INFECTED WITH INFLUENZA DURING A PANDEMIC?

Public health officials expect that if a new type of influenza emerges and causes a pandemic this virus will spread in a similar fashion to the influenza viruses that cause outbreaks each winter. Influenza is highly contagious so it spreads quickly in families and communities. There are, however, some steps you can take to reduce your risk of infection.

Improve your overall health.

In general, healthier people are better at fighting off disease. To stay healthy, you should eat healthy foods, get plenty of sleep, exercise and not smoke. Avoid heavy alcohol consumption and try to maintain a positive and balanced outlook.

Wash your hands often.

Washing hands is the most effective way of preventing the spread of disease. Get into the habit of washing your hands often with soap and warm water, scrubbing your wrists, palms, web spaces, thumbs, fingers and nails for 10 to 15 seconds. Rinse and dry with a clean towel. This should be done especially before meals, after using the toilet and after you cough, sneeze or blow your nose. Teach your children to do the same.

Avoid visiting people who have the flu if practical to do so.

This will help to prevent you from becoming infected. This advice must be balanced with the need to provide support and care to sick people. Caregivers looking after sick people should wear a mask when coming face-to-face with a coughing individual to minimize influenza transmission.

Avoid large crowds.

Remember that large crowds are ideal for the spread of influenza, so consider staying at home. Wearing masks to prevent transmission of influenza is not helpful when it is circulating in the community.

Don't share eating utensils or drinks.

If a family member is sick, keep their personal items (i.e. towels and toothbrushes) separate from those of the rest of the family.

Get a vaccine when available.

Vaccination is the principal measure for preventing influenza and reducing the impact of epidemics. Various types of influenza vaccines have been available and used for more than 60 years.

Take antivirals if recommended by your doctor.

Antivirals are drugs used for the prevention and early treatment of influenza. If taken shortly after getting sick (within 48 hours), they can reduce influenza symptoms, shorten the length of the illness and potentially reduce any serious complications. Antivirals work by reducing the ability of the virus to reproduce, however, they do not provide immunity from the virus.

Antiviral drugs, given at the onset of the disease, may assist but are not likely to be available in sufficient quantities to treat the majority of the population. Planning for antiviral use during a pandemic is ongoing at the national level, however, it is most likely that antiviral drugs will be used at the beginning of a pandemic to treat people who become ill pending the development of a vaccine.

What if I think I have the flu?

Most people with influenza recover without any serious problems. The disease can last for four to seven days and leave a cough and tiredness for several weeks. In general, there is no specific treatment for influenza. Antivirals may occasionally be prescribed by your doctor. Antibiotics are not effective against the influenza virus, although, they will be effective against complications caused by bacteria such as pneumonia. Avoid going to work or social gatherings if you are ill. Wear a mask if you need to visit your doctor. At the time of a pandemic, Manitoba Health will provide information on steps you can take to help care for yourself if you have influenza.

What if my child is sick?

Like with adults, most children get better from influenza without any specific treatment. Sick children should be kept home from school and daycare. At the time of pandemic, Manitoba Health will provide information on steps you can take to help care for your children if they have influenza.

DURING A PANDEMIC, IT WILL BE IMPORTANT TO:

- Follow directions given by Public Health. These may change as more information becomes available about the characteristics of the particular virus causing the outbreak.
- Follow infection control procedures if caring for a person with influenza. Providing care to an individual with an influenza-like illness will be common during a pandemic. The likelihood of transmitting the disease is reduced by following basic precautions. Watch the Manitoba Health website for updates at www.gov.mb.ca/health

See also Questions and Answers: *Public Health Measures, Vaccines and Antivirals during a pandemic*, online at <http://www.gov.mb.ca/influenza/pandemic>

HOW CAN I CARE FOR MYSELF WHEN I HAVE THE FLU?

- Stay home and rest.
- Drink plenty of fluids.
- Take medication for your symptoms.

NOTE: Do not give children or teenagers any products containing aspirin or ASA (acetylsalicylic acid) as it can cause a very serious illness called Reye's syndrome, which affects the nervous system and liver.

- For a sore throat, gargle a glass of warm water mixed with a half-teaspoon of salt. Throat lozenges are also effective for relieving a sore throat.
- For a stuffy nose adults can take a decongestant, but consult with a health care professional such as a pharmacist, nurse or doctor. Children can be given saline nose drops.
- Wash your hands frequently.
- Ask for help – you may need to ask for help at home until you are feeling better.
- If you require further advise call **Health Links-Info Santé at 788-8200** (in Winnipeg) or toll-free **1-880-315-9257** (outside Winnipeg) or a health care provider.

Should I wear a mask?

- Ill people or those caring for them may be advised to wear a surgical mask to reduce the spread of disease.
- Wearing of masks by well people in the community is not recommended as a general measure. This is because it is unlikely to be sustainable for the entire duration of a pandemic. In addition, masks can provide false security and can lead to contamination unless properly handled.

When should I see a doctor?

- If you or your child experiences any of the following:
 - ♦ Shortness of breath or difficulty breathing.
 - ♦ Chest pain or pressure.
 - ♦ Coughing up dark-coloured or bloody sputum.
 - ♦ Wheezing.
 - ♦ Extreme ear pain.
 - ♦ Fever for three or more days that is not going down or if you do not start feeling better in a few days.
 - ♦ You have started to feel better and suddenly feel much worse.
 - ♦ Confusion, extreme drowsiness or difficulty waking up.

BUILDING HYGIENE

The following steps are recommended to maximize hygiene in schools during a pandemic. They focus on reducing the spread of viral infection. Most of these activities are standard in schools and should be undertaken routinely. These activities will be equally important during a pandemic. Building hygiene should be addressed in school contingency plans, including supply and human resource management.

General

- Surfaces must not show any visible soil before they are sanitized.
- Cleaning equipment should be maintained in a clean, dry state after use. Cloths, mop heads and other supplies should have single purpose use (floors or walls or furnishings only) and be changed when soiled after use.
- Waste baskets for disposal of soiled tissues are needed throughout the school, close to the point of use.
- To prepare a non-commercial sanitizing solution, use unscented chlorine bleach:
 - ♦ *For wiping surfaces, etc.:* Mix one tablespoon (15 millilitres) in four litres (3.5 quarts) of water.
 - ♦ *For immersing dishes, toys, dishcloths, etc.:* Mix one tablespoon (15 millilitres) in four litres (3.5 quarts) of water.
- Mix fresh solutions daily.
- Disposable (paper) towels should be used in public washrooms. If possible, install dispensers that require no hand contact to remove a towel. Individual cloth towels should not be shared.
- Provide a waste basket for towels used to open washroom doors upon exiting, or leave washroom doors open.

Cleaning Methods

- Cleaning should proceed from least to most soiled. Cleaning solutions should be changed when they appear dirty and/or after a spill cleanup.
- Cleaning primarily involves horizontal surfaces (e.g. desks, countertops table tops, floors) and surfaces that are frequently handled (e.g. door knobs, telephones, bathroom fixtures).

Cleaning Schedules

Cleaning schedules should be established according to the type of surface to be cleaned and the type of soiling that occurs. For example:

- Spills – clean immediately.
- Surfaces used for food preparation or diapering – clean after each use.
- Kitchen, bathrooms, playroom – clean daily and as necessary.
- Offices, countertops, computer keyboards, phones, appliances – clean weekly and as necessary.
- Furniture, walls and carpets – follow a rotating schedule (monthly/yearly) and as necessary.
- Sports equipment such as balls for games - clean weekly.
- Reusable gloves – clean after each use.

Adequate Supplies

Schools should plan in advance for maintaining adequate resources for infection prevention and control in schools (soap, paper towels) as there may be an interruption of supply available.

(PRE-PANDEMIC LETTER TO PARENTS/GUARDIANAS – PUT ON SCHOOL LETTERHEAD)

DATE

Dear Parents/Guardians:

I am writing to ask your assistance in helping to keep your child/ren and the rest of our school community well.

Here are some ways you can do that:

1. **Wash hands:** Teach your child/ren to wash hands frequently with soap and water for at least 20 seconds. Be sure to set a good example by doing this yourself.
2. **Elbows:** Teach your child/ren to cough or sneeze into the inside of the elbow. Be sure to set a good example by doing this yourself.
3. **Eyes, nose, mouth:** Teach your child to avoid touching his/her eyes, nose or mouth as germs or viruses can transfer from the hands into the body in this way.
4. **Safety zone:** Teach your child/ren to stay at least three feet away from anyone who is sick.
5. **Please keep children who are sick at home.** Do not send them to school. They should not be around other people until they are better.

If you have questions, please contact your healthcare provider. For more information, contact Health Links at 788-8200 or 1-880-315-9257, or visit the Manitoba Health website: www.gov.mb.ca/health.

Sincerely,

Name
Principal

Interlake School Division

Section 14
Appendix E
Page 1 of 2
September 2009

(Letter to parents/guardians from principal: School still open after one confirmed case of H1N1 in school - SEND letter when directed to do so by the superintendent.)

DATE

Dear Parents/Guardians:

As you may already have heard, some members of our school community have been diagnosed with the H1N1 flu.

We want to let you know that the Interlake Regional Health Authority tells us that it is safe for students to continue to come to school. Our school will remain open. We will keep you updated with any important information.

You may wish to begin planning for alternate child care in the event that schools are ordered closed by the Minister of Education, Citizenship and Youth in consultation with the Chief Medical Officer.

Would you please remind your child/ren how to reduce the spread of germs and viruses?

Here are some ways you can do that:

1. **Wash hands:** Teach your child/ren to wash hands frequently with soap and water for at least 20 seconds. Be sure to set a good example by doing this yourself.
2. **Elbows:** Teach your child/ren to cough or sneeze into the inside of the elbow. Be sure to set a good example by doing this yourself.
3. **Eyes, nose, mouth:** Teach your child to avoid touching his/her eyes, nose or mouth as germs or viruses can transfer from the hands into the body in this way.
4. **Safety zone:** Teach your child/ren to stay at least three feet away from anyone who is sick.
5. **Please keep children who are sick at home.** Do not send them to school. They should not be around other people until they are better.

If you have questions, please contact your healthcare provider. For more information, contact Health Links at 788-8200 or 1-880-315-9257, or visit the Manitoba Health website: www.gov.mb.ca/health.

Sincerely,

Name
Principal
Interlake School Division

Section 14
Appendix E
Page 2 of 2
September 2009

(Letter to parents/guardians from principal: School ordered closed re influenza pandemic outbreak. SEND letter when directed to do so by the superintendent).

DATE

Dear Parents/Guardians:

Our school is closed until further notice.

Effective immediately all schools in the Interlake School Division have been ordered closed by the Minister of Education, Citizenship and Youth in consultation with the Chief Medical Officer due to the influenza pandemic outbreak. The purpose of closing schools is to limit the spread of infection. Schools may be closed for a period of time – from days to weeks.

When schools are given the go-ahead to reopen, here are some of the ways that this message will be communicated:

- Posted to www.isd21.mb.ca
- Put on school reader boards.
- Posted on school doors.
- Broadcast on radio, TV, news websites, published in newspapers.

Meanwhile, here are some ways you can help your child/ren and your family stay well:

1. **Wash hands:** Teach your child/ren to wash hands frequently with soap and water for at least 20 seconds. Be sure to set a good example by doing this yourself.
2. **Elbows:** Teach your child/ren to cough or sneeze into the inside of the elbow. Be sure to set a good example by doing this yourself.
3. **Eyes, nose, mouth:** Teach your child to avoid touching his/her eyes, nose or mouth as germs or viruses can transfer from the hands into the body in this way.
4. **Safety zone:** Teach your child/ren to stay at least three feet away from anyone who is sick.
5. **Please keep children who are sick at home.** Do not send them to school. They should not be around other people until they are better.

If you have questions, please contact your healthcare provider. For more information, contact Health Links at 788-8200 or 1-880-315-9257, or visit the Manitoba Health website: www.gov.mb.ca/health.

Sincerely,

Name
Principal
Interlake School Division

Section 14
Appendix E
Page 3 of 2
September 2009

Letter to parents/guardians from principals that schools have reopened – welcome back and reminders regarding hand washing, etc.

DATE

Dear Parents/Guardians:

We are so pleased to have our school open again and to be able to welcome our students back. As you know the Minister of Education, Citizenship and Youth, in consultation with the Chief Medical Officer has advised that schools can reopen effective today.

We know that some students and their families are still sick. We understand this is a difficult time for our community and we wish those who are ill a speedy recovery.

In the meantime, I ask your assistance in helping to keep your child/ren and the rest of our school community well. Here are some ways you can do that:

1. **Wash hands:** Teach your child/ren to wash hands frequently with soap and water for at least 20 seconds. Be sure to set a good example by doing this yourself.
2. **Elbows:** Teach your child/ren to cough or sneeze into the inside of the elbow. Be sure to set a good example by doing this yourself.
3. **Eyes, nose, mouth:** Teach your child to avoid touching his/her eyes, nose or mouth as germs or viruses can transfer from the hands into the body in this way.
4. **Safety zone:** Teach your child/ren to stay at least three feet away from anyone who is sick.
5. **Please keep children who are sick at home.** Do not send them to school. They should not be around other people until they are better.

If you have questions, please contact your healthcare provider. For more information, contact Health Links at 788-8200 or 1-880-315-9257, or visit the Manitoba Health website: www.gov.mb.ca/health.

Thank-you for your cooperation during this very difficult time.

Sincerely,

Name
Principal

Interlake School Division

Section 14
Appendix E
Page 4 of 2
September 2009

ADMINISTRATOR'S CHECKLIST – PRE-PANDEMIC

- Administrators review Interlake School Division's pandemic plan with staff.
- Share publications with all staff (health /hygiene tips).
- Post all "hygiene/health" signs in bathrooms, etc.
- Improve the hygiene of students and staff. Use simple non-medical ways to reduce the spread of flu by "cough and sneeze etiquette", clean hands and clean work areas.
- Train staff in flu-symptom recognition. Remember that a person who is infected does not show symptoms right away. However, children who are getting ill may show different behaviour than usual, such as eating less or being irritable.
- Educate parents/guardians and the community through newsletters, special announcements, etc.
- Determine location for a "temporary sick room".
- Identify students who are most vulnerable to serious illness (immune compromised, special needs students, chronic illness, etc.).
- Review absence recording procedures with staff. Staff will be required to record reasons for absence (e.g. flu, preventative, family member(s) ill, etc.).
- Report any confirmed cases of H1N1 (students and staff) via email to the executive secretary at the Division Office.
- Report any confirmed cases of H1N1 (students and staff) to the IRHA.
- Provide information about alternative instructional delivery systems and communicate that information to staff, students and families to ensure that students continue to receive instruction and academic credit in the event of school closures.
- Determine school(s) that are in your catchment areas that will become the "primary" school in the event of staff shortages.
- Work with custodians and/or assigned staff to ensure:
 1. All rooms/washrooms have adequate supplies of soap, water and paper towels.
 2. Basic hygiene supplies are placed daily and trash is disposed of daily.
- Discuss/review internet sites to educate staff and parents/guardians, and to access current updates.

ADMINISTRATOR'S CHECKLIST – DURING A PANDEMIC

I. Surveillance and Infection Control

- Continue to emphasize key message to students/staff that if they are well, they are expected to come to school, unless public health authorities or the superintendent closes schools.
- Continue to emphasize key message that students/staff that are ill should remain at home.
- Continue to provide information to staff, students, and their parents/guardians on how to limit the spread of infection (e.g. use good hand washing, cover the mouth when coughing or sneezing, clean toys frequently, etc.).
- Identify students/staff that are most vulnerable to serious illness (immune compromised, chronic illness, etc.) and encourage them to stay home.
- Review existing staff and student contact lists for accuracy in case of school closure. (IRHA may require information urgently to trace contacts of infected people. Make it clear that contact details will only be used for the purpose of pandemic management.)
- Establish school-based chain of leadership command in case of administrator(s) illness.
- Keep a supply of products you will need to help control the spread of infection. (e.g. soap, paper towels, tissues). Store the supplies in easy-to-find places. Institute rigorous cleaning policies and practices to reduce the spread of influenza virus. Work closely with the custodial staff to ensure cleaning protocols have been followed.
- As directed by the superintendent, suspend school-based food programs such as lunch programs, pizza days, etc.
- Teach and practice social-distancing methods to modify the frequency and type of person-to-person contact (e.g. reducing hand-shaking, limiting face-to-face meetings and shared workstations). Attempt to maintain a one metre separation between individuals.
- Observe and monitor children and adults each day as they arrive for signs and symptoms of illness. Make it clear that any child or adult who is ill will not be admitted. Those with signs and symptoms will be isolated.
- Inform parents/guardians that they will be required to pick-up their ill child/ren from school. Ill students are not allowed to go home by themselves.
- Ill staff members will be required to go home. Family members can be contacted.
- Track the number of staff and students absent daily. Report to the Superintendent's Department if it is over ten percent of the student/staff population or as requested.
 - Report any confirmed cases of H1N1 (students and staff) via email to the executive secretary at the Division Office.
- Report any confirmed cases of H1N1 (students and staff) to the IRHA.
- Prepare for another wave of influenza a few weeks after the first; repeat procedures as required.

II. Communication

- Develop a communication plan to inform parents/guardians that influenza cases have been identified at the school (e.g. staff meeting(s), school website, division newsletters, etc.).
- Provide updated voicemail and/or website messages for parents/guardians advising of school closure, transportation scheduling, etc.
- Provide a school secretary(ies) a script to answer parent/guardian questions regarding contingency plans.
- Conduct staff debriefings to discuss extent of infection at the school site and make any necessary changes to the response plan.
- Develop and maintain up-to-date communications with key public health and education stakeholders and provide regular updates if required as the influenza pandemic unfolds.

III. Continuity of Student Learning

- Consider workforce needs:
 - Plan for reduced staff availability – combined classes, possible combined schools, etc.
 - Prepare an inventory of skills and professional competencies in the event staff is required to perform duties/functions in other areas.
 - Consider sharing of resources and staff between schools and departments.
 - Work closely with the division's human resource department to ensure adequate staffing.
- Plan for continuation of learning via e-learning, distance learning, teacher mediated (teleconferencing), etc.
- Delay tests, exams and major projects.
- Cancel all after-hour school permits, extra-curricular activities, concerts, field trips and professional development activities.

IV. Emotional/Psychological Support

- Mobilize emotional-psychological support (guidance counsellors, psychologists). If there is a loss of life in the school community, establish the location of a “safe room” for counselling services to be provided.
- Provide educational materials to families on topics such as how to support children with their symptoms of loss and grief, and constructive ways to cope with stress.
- Provide staff with information on classroom activities that may assist students with stress, and inform staff for the signs and symptoms of emotional distress to watch for.
- Announce counselling support services available to staff. Utilize employee assistance programs or community resources for assistance in coping with loss and stress.
- Monitor effects of cumulative stress on staff.

ADMINISTRATOR'S CHECKLIST - POST-PANDEMIC

- Communicate with staff and community that the pandemic has ended (newsletters, websites, staff meetings, etc.).
- School reopens and classes resume.
- Resume extra-curricular activities, school-based food programs, field trips, after-hour school permits, and professional development activities as resources become available.
- Continue to enforce hygiene on students and staff.
- Continue mental/emotional health support (dealing with post stress and impact of a pandemic).
- Communicate to staff and students that counselling is available for those that require additional support.
- Provide rest places for students and staff who tire easily.
- Make educational materials available to families and staff on topics such as supporting students in their recovery, common symptoms of loss and grief, and constructive ways to cope with stress.
- Continue cleaning and disinfecting all areas of the school.
- Debrief events with school staff within two weeks of the end of pandemic.
- Review and provide feedback to the superintendent on pandemic response of new recommended processes for future pandemics. Include feedback, where appropriate, from staff, representatives from the student body, and parents/guardians.
- Plan to write letters of appreciation to all who helped throughout the pandemic.

BUILDING MAINTENANCE CHECKLIST – PRE-PANDEMIC

- Install hand washing signs in all washrooms.
- Staff awareness training:
 - Pandemic planning.
 - Review Emergency Preparedness Plan.
 - Proper hand washing.
- Establish and maintain preventive maintenance on all essential equipment (air handling units, boilers, domestic hot water tanks, etc.).
- Cross-train staff to ensure coverage of essential systems and compile a list of service contract companies.
- Maintain contact lists:
 - Principals
 - Early Years Schools
 - Middle Years Schools
 - High Schools
 - Custodians
 - Contractors
 - Management – telephone tree
 - Town, provincial and federal

BUILDING MAINTENANCE CHECKLIST – DURING A PANDEMIC

- Monitor staffing levels/school closures.
- Ongoing communication to staff.
- Prioritize work plans:
 1. Emergency repairs on essential systems.
 2. Preventive Maintenance.
 3. Break-Down Maintenance.
 4. Replacement Projects.
- Report any confirmed cases of H1N1 via email to the executive secretary at the Division Office.
- Report any confirmed cases of H1N1 to the IRHA.

BUILDING MAINTENANCE CHECKLIST – POST-PANDEMIC

- Monitor staffing levels.
- Monitor and assess staff for emotional impact and link to ongoing supports.
- Debrief responses, provide recommendations, and make changes as required.
- Reprioritize work plans.
- Counselling services available if needed – IRHA.

TRANSPORTATION DEPARTMENT CHECKLIST – PRE-PANDEMIC

- Maintain contact lists of all schools, administrators and staff members.
- Stress the prevention guidelines of washing hands with soap and water for 20 seconds, covering mouth while coughing or sneezing, etc.
- A procedure for parents/guardians and staff to follow when reporting absences.
- Develop a transportation-based plan for dealing with the pandemic.
- Develop contingency plans for dealing with ill students en-route.
- Inform students, office staff, drivers and parents/guardians of the transportation pandemic plan and protocol. Report procedures and information through:
 - Divisional website
 - Newsletters
 - Pamphlets
 - Advisory bulletins
 - Two-way radio announcement/phones
 - meetings
- Consider transportation needs in the event of a pandemic (e.g. combining routes).
- Stock extra medical supplies for First Aid.
- Mechanics to identify supplies used on a regular basis and where supplies will be kept.
- Identify supply storage space in the office
- Check fuel availability and lubricants.
- Cleaning of buses after each ride is encouraged to reduce the spread of germs.

TRANSPORTATION DEPARTMENT CHECKLIST – DURING A PANDEMIC

- Update staff contact lists for emergency purposes.
- Communicate prevention guidelines (i.e. washing of hands, one metre ruling of proximity to others, etc.).
- Monitor school closures.
- Monitor staff attendance and illness – if over ten percent is identified, contact the superintendent.
- Report any confirmed cases of H1N1 via email to the executive secretary at the Division Office.
- Report any confirmed cases of H1N1 to the IRHA.
- Ongoing communication to staff, schools, parents/guardians and administration.
- If staff or students become ill at work or the school, family or parents/guardians are required to transport them home.
- Prioritize transportation needs on a weekly/daily basis.
- Suspension of all after hours permits, field trips, extra-curricular trips, etc.
- Review and adjust work load in the office as required.
- Be prepared for the second wave of the infection.
- Buses will be cleaned daily.

TRANSPORTATION DEPARTMENT CHECKLIST – POST-PANDEMIC

Provide debriefing and support after the pandemic, under the direction of the superintendent.

- Communicate to all staff that the pandemic has ended.
- Monitor staff for tiredness, stress, etc.
- Normal transportation will resume as resources become available.
- Clean and disinfect all vehicles before resuming.
- All permits, field trips and extra-curricular trips are resumed, and contact persons involved of same.
- Debrief responses, provide recommendations and make changes as required.
- Review the procedures used within a few weeks after the incident.
- Counselling made available to all staff as required.
- Letters of appreciation to all involved.

CUSTODIAL CHECKLIST – PRE-PANDEMIC

- Understand importance of proper sanitation practices in all washrooms and food handling and eating areas.
- Instruct as to proper cleaning practices, dilution of specific products and the appropriate use of each product.
- Ensure proper cleaning and disinfection of all appropriate surfaces such as sinks, toilets, dispensers, door knobs, push plates and handles, light switches, telephones and have head custodians or their replacements monitor that this is being done on a daily basis.
- Ensure schools/buildings maintain ample supplies of disinfectant neutral cleaner, disinfectant wipes, rags, paper towels, rubber and disposable gloves, garbage bags, appropriate masks and hand sanitizer.
- Meet with suppliers and contract service providers to ensure their support to keep schools supplied and serviced.
- Start to stockpile janitorial supplies at a secure location.
- Maintain an inventory of stockpiled custodial supplies and ensure a method of delivery when required.
- Ensure absence reporting procedures are thoroughly understood and strictly adhered to.
- Ensure custodians have available and are familiar with the *Emergency Preparedness Plan*.

CUSTODIAL CHECKLIST – DURING A PANDEMIC

- Ensure all schools and buildings are open daily.
- Monitor daily staffing at each school/building and move custodial staff accordingly to maintain required programs.
- Closely monitor custodial supplies stockpile and replenish if necessary.
- Communicate with schools and keep a record of supplies that may be available if necessary.
- Ensure that sanitary cleaning is consistent in high priority areas of washrooms, food handling areas and areas being handled or touched by multiple people.
- Keep senior administration apprised as to custodial staffing issues such as numbers of staff available.
- Communicate with custodians to ensure that their school needs are being met.

CUSTODIAL CHECKLIST – POST-PANDEMIC

- Ensure staffing levels at schools/buildings are sufficient to maintain programs.
- Debrief responses, provide recommendations and make changes as required.
- Monitor and assess custodial health issues and provide assistance if required.

DEPARTMENT HEAD CHECKLIST – DURING A PANDEMIC

- Report any confirmed cases of H1N1 via email to the executive secretary at the Division Office.

- Report any confirmed cases of H1N1 to the IRHA.

POTENTIAL PANDEMIC TIMELINE

	INTER-PANDEMIC	PANDEMIC ALERT PERIOD	PANDEMIC ALERT PERIOD	PANDEMIC ALERT PERIOD	PANDEMIC PERIOD	RECOVERY
WHO Phase	Phase I and 2	Phase 3	Phase 4	Phase 5	Phase 6	Post Pandemic Period
Scenario	Inter-pandemic period – low risk	Warning issued by WHO/MB Health Pandemic is imminent.	Early impact related to fear or less severe disease	Anticipated pandemic during wave peaks.	Ordered shut down or unable to effectively operate.	Period between waves or after pandemic is declared over.
Health Effects	None	None – beginning		35% ill – 2% of these fatal		Long-term health impacts for some.
Business Impacts	None	Fear – demand for information by students/staff.	Fear – demand for information. Absenteeism having impacts on some operations.	High - absenteeism levels make operations extremely difficult.	Shut down – only essential services that cannot be shut down.	Loss of productivity due to stress, personal loss.
Public Anxiety	None – low	High	High	High (possibly reducing as people adjust).	High (possibly reducing as people adjust).	Moderate – should be vaccine for additional waves and people should know how to cope.
Focus of Stage	Planning & Preparation	Intensify communications, complete planning & preparedness activities.	Begin to implement plans - aim is prevention and communications to control fear.	Implement plans – continue prevention and business continuity to maintain operations.	Shut down/ business continuity for essential services that cannot be shut down	Resumption of critical activities.
Timing	Years to impact	3 months to impact	Pandemic – early stage – 2 weeks.	8 – 12 weeks duration.	Early stages or pandemic wave peak 1 – 2 weeks.	Between waves (several months).

PANDEMIC EVENT PROTOCOL FLOW CHART

PANDEMIC

Superintendent's Department

Event reported to principal (or designate)

CATEGORIES	PROCEDURE
<p>*INTER-PANDEMIC PHASE 1 No new influenza virus subtypes detected in humans that would signal the conditions required for a pandemic. Based on past evidence the influenza viruses detected in animals are considered to be of low risk to humans.</p>	<ul style="list-style-type: none"> Staff education – annual infection control measures will be reviewed. (hand washing, cough and sneezing etiquette). Review cleaning policies, practices and required staff training. Encourage influenza vaccination during regular influenza season. Keep all student/employee contact information up-to-date.
<p>PHASE 2 There have been no new influenza virus subtypes detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.</p>	

CATEGORIES	PROCEDURE
<p>*PANDEMIC ALERT PERIOD PHASE 3 A new influenza virus subtype is detected in humans. There may be rare instances of an infected individual spreading the virus to other individuals they have been in close contact with, but in general there is no evidence of the virus spreading easily among humans.</p>	<ul style="list-style-type: none"> Institute increased disinfectant process and rigorous cleaning practices by custodial/cleaning staff. Keep relevant groups informed (parent groups). Remind staff, students, and parents/guardians about difference of common cold and influenza, importance of good hygiene practices and staying home when sick. Make preparations for possible school/program closure as directed by the superintendent. Take care of staff and students showing influenza symptoms. Continue with activities of previous phases.
<p>PHASE 4 Small clusters of human-to-human spread of the virus are reported. The outbreaks are localized, which suggests that the virus does not spread easily to and among humans.</p>	
<p>PHASE 5 One or more larger clusters are reported, but human-to-human contact spread is still localized, which suggests that the virus is becoming increasingly capable of infecting humans but may not be fully transmissible (there is substantial pandemic risk).</p>	

<p>*PANDEMIC PERIOD PHASE 6 The virus is easily transmitted to and among humans, resulting in increased and sustained spread of the virus in the general population. <i>It is possible the province may order school closure(s).</i></p>	<ul style="list-style-type: none"> Communicate school closure to all stakeholders, including parents/guardians. Provide previously identified educational opportunities to home-bound students. Secure premises. Post provided notices of closures on entry points and new buildings.
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<p>RECOVERY</p>	<ul style="list-style-type: none"> A return-to-school date should be posted on school entry points and main buildings. Assess capacity of staff to resume normal school operations. Continue cleaning, disinfecting of affected areas, including school buses and remote locations. Arrange debrief of pandemic event for staff and students (if appropriate). Mobilize Crisis Response Teams to address mental health needs. Evaluate the success of the Pandemic Plan and make adjustments.
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***Refer to "Administrators Check List" in the Pandemic Plan for specific details.**