

Pandemic Influenza Preparedness Plan

Definitions

The term “PANDEMIC” implies a human disease that occurs over a wide geographic area and affects an exceptionally high proportion of the population.

The term “INFLUENZA” refers to a family of virus-caused diseases that result in respiratory infection with fairly predictable symptoms. Influenza like illness (ILI) is a term used to describe any acute onset respiratory illness with fever greater than 38 C and cough (or shortness of breath) and with one or more of the following – headache, sore throat, body aches or severe exhaustion.

Guiding Principles

- a. Understanding the Risk
Decisions are based on a good understanding of the science underlying an influenza outbreak and the risks involved. The factors contributing to the presence and spread of the disease are understood.
- b. Supporting the Needs of Learners
Uninterrupted delivery of curriculum after assessing the risks is also a primary concern when making decisions during a possible pandemic.

Objectives

- a. Protection of the Pickering College Community
The School will be working in conjunction with the community to protect and prevent the spread of the influenza virus. This will include procedures and policies to minimize exposure to the virus both from internal and external contacts and, when necessary, increased if not total use of our online teaching opportunities, for the Senior School and viable approaches for the Junior School.
- b. Ensure the Delivery of Education Services
Reduction in staffing may put the delivery of curriculum at risk. Contingency plans are being prepared and will be in place to effectively deliver curriculum during the time of a pandemic.

Pandemic Committee

Coordinators

Laura Mason: Director of Health Services
Martha Perry: Assistant Head of School, Academics

Response Team

Peter Sturup: Headmaster
Nicole Murphy: Assistant Head, Finance and Operations
Jessie-May Rowntree: Director of Marketing, Communications and Public Relations
Shelley Frank: Director of Residence and Student Life
Lisa Maunder: Registered Nurse, Pickering College Health Centre
Scott Hammell: Senior School Director
Maria Wolscht: Junior School Director,
Mike Weiler: Facilities Director

Five Stages of Pandemic Plan

Prevention

- Proactive efforts to prevent or avoid emergency

Communication

- a. Pickering College: in regular contact and updated with:
 1. World Health Organization (<http://www.who.int>)
 2. Health Canada (http://www.phac-aspc.gc.ca/alert-alerte/swine_200904-eng.php)
 3. Ontario Ministry of Health (http://www.health.gov.on.ca/english/public/updates/archives/hu_09/swine_flu.html)
 4. York Region (www.york.ca/Departments/Health+Services/H1N1+Flu+Virus.htm)
 5. Centre for Disease Control (<http://www.cdc.gov>)
 6. CAIS (www.cais.ca)
 7. CIS (www.cisontario.ca)
 8. Pandemic Committee: in regular contact to review state of community
- b. Consistent, comprehensive and relevant information to the school community
Topics include:
 - a. Symptoms and treatment of influenza
 - b. When to seek medical attention
 - c. Local status = York Region
 - d. School status
 - e. Guidance and instructions for families, staff and students to assist with prevention

Mitigation

- Actions that can reduce the impact of an emergency. Immunization, social distancing and infection prevention.

Supplies

- a. Pickering College has purchased in large quantity the following supplies:
 - Hand sanitizer
 - Disinfectant wipes
 - Paper towels
 - Tissues
 - Medical supplies as needed by the Health Centre

Hygiene

- b. Hand sanitizer is provided in all teaching areas, Dining Hall, main entrance of the school
- c. Education: student nurse will be running educational pieces on hand washing procedures for Junior School classes
- d. Posters are displayed in all washrooms with hand washing guidelines/reminders
- e. Hand sanitizer and disinfectant wipes are placed in all computer labs, music rooms, gymnasiums, and other classrooms with hands-on equipment
- f. Continued vigilance of cleaning procedures
- g. Should the need arise, avoidance of contact activities or unnecessary exposure to large crowds

Staffing

- h. Prepare additional supply staffing list should there be coverage beyond what we are able to deal with.
- i. Identify chain of command in case of illness
- j. Prepare staff on use of website for complete curriculum delivery should need arise
 - orientation to the process of teaching at a distance, including use of technologies for learning
 - site and tutorial support
 - provision of technical support and library and information services
 - problem-solving assistance
 - preparing to teach without textbooks (students may not have textbooks at home)

Communication

- k. Work to establish phone chain for staff (phone tree) and families (class ambassadors).
- l. Continue to provide consistent, comprehensive and relevant information to the school community in a manner designed to retain confidence and minimize disruption and anxiety.

Preparedness

- Measures put in place before an emergency occurs that will enhance the effectiveness of response and recovery activities.
- Track absenteeism with flu-like symptoms with Attendance Administrator
- Conduct timely debriefings to identify possible downfalls / issues; make necessary changes to the response plan.

Staffing

- a. In the case of a death, pre-planning for recovery: Identify and pre-screen health and grief service providers, develop template letters, and provide training for staff regarding grief and possible health problems.

Possible scenarios include:

- a. **Students displaying flu-like symptoms** whose parents or custodians are unable to pick them up.
 - i. These students should be moved to the Health Centre until pick up possible (day) or for isolation (boarding).
 - ii. Track absent # of students with flu symptoms
 - iii. Update community through email broadcasts on extent of infection at school and potential changes that may take place.
- b. **Over 30% of staff off due to flu**
 - i. Look into possibility of shared classes
 - ii. E-learning for classes
 - iii. Back-up plan for continued operation of School
- c. **School closure**
 - i. Communication regarding continuation of curriculum from a distance.
 - ii. Communication that there may be the need for an extension to the school year should closure be necessary and lengthy.
- d. **Loss of student or staff**
 - i. Coordinate with Guidance and EAP to set up area and supports for grief counseling
 - ii. Train staff on how to help students cope with grief

Response

Communication

- a. Develop Key Messages
- b. Set up Pandemic link through PC Connects **and** external site – keep updated with information.
- c. Send email communication with updated information (local status, school status and required action by students, staff and parents) to staff, students and parents.
- d. Change message on school answering service, if need be.
- e. Communicate to students about online learning and expectations should the need arise.
 - i. Broadcast options: Email broadcasts
 Maplewood email

Staffing

- a. Communicate to staff re: remote teaching procedures on Blackboard, and procedures for Junior and Primary instruction. Communications and IT on standby to assist with online teaching.
- b. Staff tracking

Access

- a. Monitored by Health Centre and Reception

Recovery

Communication

- a. Update Pandemic link through PC Connects **and** external site – keep updated with information.
- b. Should the School require closing, send email communication with re-opening information (local status, school status and required action by students, staff and parents) to staff, students and parents.
- c. Change message on school answering service.

Staffing

- a. Hold staff meeting and provide information on extent of pandemic flu in community and activities that may assist students (counseling support, academic support to catch up on lost class time)
- b. Coordinate with Guidance to provide space for counseling
- c. Monitor the effects of cumulative stress on caregivers such as office staff, teachers
- d. Conduct debriefing with Pandemic Committee and document lessons learned.