
PANDEMIC PLAN

SCHOOL DISTRICT NO.22 (Vernon)

October 15, 2009



Questions or comments regarding this plan should be directed to:

Ms. Bev Rundell
Superintendent of Schools

or

Mr. Joe Rogers
Director of Instruction – Student Learning

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INTRODUCTION

The purpose of this plan is to define the roles and responsibilities of staff in the event of a pandemic. The Vernon School District is working with the Interior Health Authority, Vernon Medical Health Officers, Ministry of Health and Ministry of Education to plan for the H1N1 virus and to plan ways of minimizing any potential risks to our students and staff.

In response to the recent spread of H1N1, the Interior and the Provincial Health Authorities recommend that all educational programs and activities be continued as usual. Schools will remain open unless there are insufficient staff to continue operating.

They also recommend that good personal hygiene, specifically frequent handwashing, is the best way to reduce the spread of the flu viruses.

It is recommended that you:

- Sneeze or cough into a tissue or your sleeve, not your hands. Use a tissue to wipe your nose and throw the tissue into the trash after a single use;
- Wash your hands frequently with soap and water for 20 seconds and dry with an air hand dryer or a single-use paper towel;
- Try to avoid close contact with sick people
- Avoid touching your eyes, nose or mouth as this is how germs are commonly spread.

Actions if you or others become ill:

- Stay home if you get sick with mild illness and limit contact with others to keep from spreading the illness;
- People who are ill should stay home until they are well enough to resume their regular activities
- Interior Health has indicated that students are not required to obtain a medical note before returning to school;
- Do not wear face masks if you do not have flu symptoms. Masks are not a medically effective means of preventing the spread of the H1N1 virus and, in fact, can create other complications;
- Call 811, Healthlink BC to speak with a health professional 24 hours per day.

More information and regular updates on the H1N1 flu virus are available through the following provincial government links:

Websites:	www.gov.bc.ca/h1n1 www.interiorhealth.ca/h1n1.aspx www.FightFlu.ca
Facebook page:	facebook.com/h1n1informationbc
Twitter page:	twitter.com/h1n1bc

The following pages contain the School District No. 22 (Vernon) Pandemic Plan. Include are the District's Emergency Response Team, Transportation plans, Custodial Services, Educational Services and Employee Services and Supports.

**SUPERINTENDENT OF SCHOOLS
(BEV RUNDELL)**

- Receives updates from Ministries of Education, Health and Interior Health Authority
- Gives directions to senior staff and administration
- Updates the Board of Education
- Media contact

**DIRECTOR OF INSTRUCTION
(DON WILCOX)**

- Identifies special needs students at high risk
- Works with RTs to plan for educational needs of identified students
- Works with transportation supervisor re: SPED busing

**DIRECTOR OF INSTRUCTION
(JOE ROGERS)**

- Works with school admin re: educ. contingency plans
- Works with vLearn to support DL students
- Maintains record of percentage of school illness
- Report absence >10% to Judy

**ASSISTANT SUPERINTENDENT
(BOB GARDNER)**

- Reviews and updates TOC list
- Reviews absenteeism
- Maintain record of teaching staff illness (Teresa)

**SECRETARY TREASURER
(RANDY HOFFMAN)**

- Contact for Worksafe BC
- Contact for OH&S issues
- Maintain record of support staff illness (Nathalie)

**TRANSPORTATION SUPERVISOR
(ALAN HEMMING)**

- Busing for Special Ed students
- Busing for sick students
- Bus cleaning protocols
- Driver absence / replacement
- Plan for transportation contingency

**CUSTODIAL SUPERVISOR
(WARREN LARSON)**

- Implements H1N1 cleaning procedures
- Maintains custodian spare board
- Assigns custodial crews as needed to meet emergent needs

SCHOOL ADMINISTRATION

- Reports % of illness to Judy and school health nurse
- Ensure student demographics are accurate
- Updates parents / staff
- Plans for educational contingency

ROLES AND RESPONSIBILITIES

Preamble

Principals or supervisors should not be requesting symptom free individuals to stay home. Interior Health reinforced that there is no need for schools or School Districts to exclude healthy students or staff (individuals who have no current flu symptoms) from attendance. If parents have concerns about this decision, they may keep their children at home.

Likewise, staff who have concerns may apply for leave without pay if they do not wish to attend work. If a principal or supervisor feels an employee is sick (**displaying flu like symptoms**), you can direct them to stay home until they are better. The individual still needs to call in their sick leave absence. The individual would be entitled to the usual sick leave pay/entitlements as long as they follow the correct reporting procedures. You should also make a recommendation that the person contact their doctor regarding the situation.

Review with all staff the how and why for hand washing. This is the single, most effective, way of helping to control colds and flu.

The Interior Health Authority may direct the District to initiate a modified terminal cleaning of a school if they feel it is required. Custodians, under the direction of the Custodial Supervisor, will implement Transmission Point cleaning.

Please direct any significant concerns to the office of the Superintendent of Schools so that consistent information is provided to all parents and staff in School District No. 22. We will continue to take our direction in this matter from the Interior Health Authority and the Ministry of Education, with updates being provided on a regular basis.

Note: Pregnant women are not more likely to get the H1N1 flu virus, but if they do catch the virus in their second or third trimester or within four weeks of giving birth, they are more likely to suffer complications, like pneumonia and severe respiratory distress. These individuals should seek advice from their medical practitioners.

QUICK RESPONSE TEAM

In recognition of a reoccurrence (2nd wave) of the H1N1 Influenza, an initial quick response team has been struck consisting of Bev Rundell, Superintendent of Schools; and Joe Rogers, Director of Instruction K to 12. Their responsibilities include:

- ◆ Contacting or receiving information from the Ministry of Education, Interior Health Authority, and Administrators.
- ◆ Developing an icon which will be available to all staff which will contain up to date information regarding the H1N1 Influenza.
- ◆ Updating the District's web-page regarding H1N1 information.
- ◆ Provide updates and act as a resource to the Board of Education, District Staff, Administrators, and supervisory staff.

ROLES AND RESPONSIBILITIES

BOARD OFFICE EDUCATION

Superintendent of Schools

In the event of illness, coverage will be provided by the Assistant Superintendent with assistance from the Directors of Instruction. The Secretary-Treasurer may also provide coverage as required with operational matters.

Assistant Superintendent

In the event of illness, coverage will be provided by the Superintendent with assistance from the Directors of Instruction. Teaching personnel responsibilities will be covered by the Director of Instruction for Student Learning (Joe Rogers) with assistance from the secretary for teaching personnel (Wendy Smith).

Directors of Instruction

There are two Directors of Instruction. Should one director become ill, the other will assist with duties as required. The Assistant Superintendent may also assist the Directors in this role.

Executive Assistant to Superintendent

Emergency coverage for this position will be provided by the Executive Assistant to the Secretary-Treasurer with assistance as required from the Superintendent / Assistant Superintendent.

School Administrators

In the event that school principals are absent due to illness, the vice principals will provide administrative coverage. Schools should also designate a teacher in charge now, who can step into the administrative role if the school is totally without administrative coverage. The Board Office should be advised in advance of who these teachers are at each school. Teachers would receive admin compensation as outlined in the Collective Agreement.

HR Secretary Teaching Personnel

Emergency coverage for Wendy would be provided by the Executive Assistant to the Superintendent as well as the Assistant Superintendent.

Curriculum / Student Support Clerical

These secretaries (Kathleen / Elke) will provide back up for one another in the event of illness.

Aboriginal Department

If the principal of Aboriginal Ed falls ill, the Superintendent / Assistant Superintendent can deal with any emergent issues that occur.

International Department

This is a multi person department and secretaries will cover one another in the event that one or more are absent due to illness.

District Resource Centre / Student Records

If the DRC clerk becomes ill, Kathleen Haak (curriculum secretary) will provide emergency coverage. The Computer Information clerk (Peggy) and Executive Assistant (Judy) will assist with requests for PR cards.

District Webmaster

Should the Webmaster become ill, the Executive Assistant-Education (Judy) will be trained to post H1N1 or other critical information to the SD22 webpage until the staff members returns to work.

Computer Information System

If Peggy is absent, Nicole Platz from VSS would act as a contact for CIMS questions. Other data related functions would be suspended until her return.

BOARD OFFICE OPERATIONS

General Office Reception

This position will be manned at all times. Should the regular employee be ill the position will be covered by:

- Re-assignment of existing staff
- Casual work force replacement
- Contacting former employees to work as relief

Accounting

- Assistant Secretary-Treasurer's absence will be covered by the Secretary Treasurer.
- District Accounting Coordinator will be covered by the Assistant Secretary-Treasurer for emergencies until the employee returns.
- Accounts Payable/Receivable—This is a department of two and if one person is away the second will cover.
- Payroll and Benefits—This is a department of three. If any one person is away, the remaining two will cover. If all three are away, the Assistant Secretary-Treasurer and District Accounting Coordinator will provide emergency coverage. Replacement of the Payroll and Benefits Coordinator can be provided by HR department and Executive Assistant to the Secretary-Treasurer.

Purchasing

- There are two individuals in this department. If one is away, the remaining person shall cover for the absent individual. Should both employees be absent, emergent issues shall be referred to the assistant secretary – treasurer.

Human Resources-Support Staff

This is a department of one and in the case of an emergency the Executive Assistant to the Secretary-Treasurer will provide coverage.

Executive Assistant to the Secretary-Treasurer

Emergency coverage for this position will be provided by the Executive Assistant to the Superintendent of Schools and the Secretary-Treasurer.

Maintenance / Custodial / Transportation Supervision

Should individuals in any one of these areas become ill, coverage will be provided by the Secretary-Treasurer will assistance from the other Operations Supervisors and/or department lead hands.

Maintenance Department Functions

These departments are multi staffed and therefore the supervisor will re-assign staff to fit needs. Should there be the need, these positions will be covered by:

- Re-assignment of existing staff
- Recalling employees on lay-off status
- Casual work force replacement

PRINCIPALS

- **Ensure demographic information is accurate.**
- Inform staff, students, parents, community partners, School Advisory Councils and other members of the school community about the pandemic plan;
- Follow the pandemic plan on a daily basis, including the implementation of prevention, sanitation and isolation procedures;
- Display current information on the pandemic plan in high traffic areas of the school;
- Monitor the availability of required pandemic supplies and equipment at the school and immediately notify Warren Larson, Supervisor, Custodial Services of any shortfalls;
- Identify, prepare staff and operate isolation areas as required;
- Direct all media inquiries about the pandemic to the Superintendent of Schools;
- Arrange training for students and staff on specific prevention and sanitation procedures;
- Revise school schedules and staff assignments to maximize the delivery of essential school services in consultation with the Director of Instruction, Joe Rogers; and
- Adjust individual and group school programs to ensure the safety of students and staff (eg: updated Emergency Medical Plans for individuals with chronic medical conditions); and
- Collect and report daily summaries of student and staff absenteeism and related information

Note: Principals are to contact their school health nurse everyday they have absentees >10% and then forward that information to Judy Sedge as well. The chart of current health nurses assigned to SD22 as of October 2009 is found on the following page. In the event of personnel changes, you may also access the link from the IH Website that lists all of the schools in SD 22 and their assigned public health nurse.

http://www.interiorhealth.ca/uploadedFiles/Choose_Health/School_Health/Resources_and_References/SchoolDistrict22.pdf

SD22 SCHOOL NURSE CONTACTS

School District	School	Nurse	Contact Phone Number
22	Alexis Park Elementary	Donna Kettleson	250-549-5721
22	ALP	Kathy Lepp	250-549-5721
22	Beairsto Elementary	Rhonda Roylance	250-549-5721
22	BX Elementary	Jenn Brown	250-549-5721
22	Charles Bloom Secondary	Heather Serafin and Roberta Booth-Blackwell	250-547-2164
22	Cherryville Elementary	Heather Serafin and Roberta Booth-Blackwell	250-547-2164
22	Coldstream	Ena Pereboom	250-549-5721
22	Crossroads	Heather Serafin and Roberta Booth-Blackwell	250-547-2164
22	Discovery (se ALP)		
22	Ellison Elementary	Josie Miller	250-549-5721
22	Fulton Secondary	Nicki Shanks	250-549-5721
22	Harwood Elementary	Jenn Brown	250-549-5721
22	Hillview Elementary	Nicki Shanks	250-549-5721
22	JW Inglis Elementary	Roberta Booth-Blackwell	250-547-2164
22	Kalamalka Secondary	Heather Dueck	250-549-5721
22	Kidston Elementary	Donna Kettleson	250-549-5721
22	Lavington Elementary	Elke Herbus	250-549-5721
22	Mission Hill Elementary	Rhonda Roylance	250-549-5721
22	OK Landing Elementary	Terra Belliveau	250-549-5721
22	Open Door Jr. (See ALP)		
22	Open Door	Terra Belliveau	250-549-5721
22	Seaton Secondary	Josie Miller	250-549-5721
22	Silver Star Elementary	Joan Pentland	250-549-5721
22	Vernon Secondary	Kathy Lepp	250-549-5721
22	vLearn	Terra Belliveau	250-549-5721

ACTION PLAN CHECKLIST FOR SCHOOLS

- | | |
|--|--|
| <input type="checkbox"/> Hold school staff meetings with all school personnel to fully explain the SD22 Pandemic Plan, including the specific roles and responsibilities of all employees | <input type="checkbox"/> Ensure that hand washing posters are placed on bulletin boards, in washrooms, classrooms, etc. |
| <input type="checkbox"/> Update lists of contact details for staff and parents/guardians and notify parents/guardians that Public Health may seek personal student information such as class lists | <input type="checkbox"/> Communicate to students and staff the recommended hand washing procedures and encourage their use |
| <input type="checkbox"/> Review your plans for dealing with above average levels of staff absence | <input type="checkbox"/> Establish a plan for communications with parents and school partners |
| <input type="checkbox"/> Review your contact information for the local public health representative | <input type="checkbox"/> Share the Board's Pandemic Plan with School Planning Council at their first meeting of the year |
| <input type="checkbox"/> Ensure that hand hygiene supplies are adequate and working properly if/when updating or repairing facilities. Ensure that you have stocks of tissues, paper towels and soap | <input type="checkbox"/> Monitor and adjust community use of schools as necessary (eg. availability, scheduling and fees) |
| <input type="checkbox"/> Contingency plans for noon hour and bus supervisors' replacements | <input type="checkbox"/> Direct all media inquiries to the Superintendent of Schools |
| <input type="checkbox"/> Display pandemic information in high traffic areas of the school | <input type="checkbox"/> Ensure that adequate supplies of cleaning materials are readily available and that there are procedures for regular cleaning of hard surfaces |
| <input type="checkbox"/> Check that you have procedures for isolating (with appropriate supervision) a child who falls ill during the day until their parents can collect them | <input type="checkbox"/> Ensure that hard surfaces (door handles, light switches, taps, telephones, computer keyboards, kitchen worktops) are cleaned more frequently than usual |
| <input type="checkbox"/> Ensure that staff are all aware of the relevant procedures for flu prevention | <input type="checkbox"/> Ensure that hand hygiene facilities, and facilities for the disposal of tissues, are adequate, accessible and in working order |
| <input type="checkbox"/> Curricular activities (eg: field trips) | <input type="checkbox"/> Co-curricular / extra curricular activities. (cancellation plans) |

STUDENT SUPPORT SERVICES (Don Wilcox, Director)

Medically Fragile Students

Administrators will contact parents or guardians of medically fragile students upon determining that H1N1 flu virus has been contracted by any member of the school community. Parents or guardians will determine in consultation with school personnel and their family physician if their child will attend school and/or when they will return to school.

Resource Teachers

School Based Resource Teachers at the Elementary level will be replaced pending on whether TOC coverage is available. If TOC coverage is available they will be replaced on the first day of their absence. If TOC coverage is limited within schools, Elementary School Based Resource Teachers may be reassigned to cover classroom vacancies. Secondary School Based Resource Teachers will be replaced on the first day of their absence and all subsequent days due to enrolling scheduled rotating blocks.

Certified Education Assistants

CEAs will be replaced as per the established District process as follows. Should CEA coverage not be available, School Based Resource Teachers may be utilized to provide personal care and support for students with special needs.

Callout Procedures

The substitute call out procedures for CEAs for the 2009-2010 school term are as follows:

When casual or substitute CEAs are available all vacancies will be filled on a first day basis. When casual or substitute CEAs are limited due to heavy demands the following process will be utilized:

- CEA level II – first day call out
- CEA level I – third day call out (unless determined in consultation with Student Support Services Coordinators that the nature of their assignment warrants first day call out status, i.e. – supports diabetic, vision, signing students, etc.)

(Administrative discretion will be given to ensure that the CEA cohort at your school is not stretched too thin, e.g. – flu epidemic, 5 CEAs away, etc. Administrator should call in the request to Dispatch)

Priority of call out:

- Sick – level II
- Paid leaves – level II (approved in advance by either Director SSS) to attend meetings, inservice, bereavement etc.
- Sick – level I
- Paid leaves – level I (approved in advance by either Director SSS) to attend meetings, inservice, bereavement etc.
- Unpaid leaves

STUDENT SUPPORT SERVICES (cont'd)

To assist in continuity of programs, we recommend that schools designate a school-based level I CEA to act as the back up support for challenging students supported by level II CEAs who are absent. Students will likely respond better to a familiar face who knows the programming expectations and school routines than a casual CEA from the spare board. The spare board CEA can be used to fill the role of the level I CEA. It is understood that this arrangement will allow for the school-based level I CEA to receive the hrs and pay level of the absent level II CEA that they are replacing.

If schools have been notified from the District Office that CEA coverage is unavailable due to a shortage of casual CEAs, schools should evaluate which students or classes are a high priority for receiving CEA support and adjust schedules and assignments at the school to ensure that the needed coverage is available.

TEACHERS' STAFFING (Bob Gardner, Assistant Superintendent)

The following procedures will be in place with regard to staff illness and subsequent dispatching of teachers on call.

Teacher Illness

- Teachers on call will be provided as required through TOC Dispatch.
- When calling TOC Dispatch (250-549-9242) please communicate any knowledge you have that is related to your illness. Teachers will have access to Sick Leave as per Article G.1 of the Collective Agreement.

Illness of teachers' children

- Should the child/children of a teacher become ill with H1N1, the teacher will have access to discretionary leave of absence as per article G.12.

TOC Shortage

- In the event that there are insufficient TOCs available to cover absences, ALL other leave of absence requests will be cancelled.
- Principals will maintain a current staff list that outlines each staff members teachable areas . This information may facilitate the shifting of staff members into other assignments within the school or district. This information will be provided to TOC dispatch.

Reporting

- TOC Dispatch will inform the Assistant Superintendent of all teacher absences by school site.
- TOC dispatcher will train back up employees to ensure continuity of callouts in the event that the dispatcher, her/himself falls ill. (Wendy Smith)

CUSTODIAL DEPARTMENT (W. Larson, Supervisor)

Facilities Rentals

Where facilities rentals are unable to be maintained due to critical shortages of custodial services staffing, cancellation notice will be served through:

1. Local newspapers
2. Local radio stations
3. District facilities rental contract

Cancellation would be most likely to occur at those schools (elementary) staffed at 1.0 or 1.5FTE custodial staff.

Transmission Point Cleaning

Personal Protection:

- Disposable latex or vinyl gloves

Regular equipment needed:

- An ample supply of green micro fibre cloths
- Bucket
- Small garbage can liner plastic bags
- *General Virucidal Disinfectant Cleaner*
- Wet mop, mop bucket and wringer

Hand hygiene is **strongly** urged, which would include thorough washing of hands after cleaning.

When terminal cleaning a room, it is critical that you have a method that you follow so as not to lose track of surfaces that you have and have not cleaned.

Work clockwise around the room, cleaning the outer perimeter first and working to the centre of the room. (If working with partner(s) good communication is essential.)

Using your green micro fibre clothes and Virucidal solution, liberally wash down all touchable surfaces, paying particular attention to commonly utilized items such as door knobs, light switches, pencil sharpeners, desktops, includes all areas of concentrated overlapping manual usage.

Other areas not to be missed are as follows:

- Chairs, desk and chair legs (include teachers desk and chair).
- All vertical surfaces as far as you can reach and all horizontal surfaces that would normally be touched on a daily basis.
- Clean the exterior of the doors, locker fronts and combination locks in near proximity to the room (including nearby exit doors and water fountains).

CURRICULAR CONTINGENCY PLANS (J. Rogers)

Schools will work with the Director of Instruction to establish contingency plans to provide the core curriculum services.

- Principals will determine the teaching competencies of all non-enrolling teachers to be used in the event that regular TOCs are not available.
- Principals will determine the teaching competencies of all regular teaching staff in the event that they need to reassign teachers into core areas if TOCs and non-enrolling teachers are not available.

Field Trips

Principals will consult with the Director of Instruction to determine the viability of Field Trips given reduced staffing levels and / or significant student illness.

Co-curricular / Extra-curricular Activities

Principals will consult with the Director of Instruction to determine the continuation of co-curricular activities (eg. dances, band concerts), or extra-curricular activities, given reduced staffing levels and / or significant student illness.

StrongStart

Principals of schools with StrongStart Centres will consult with the Director of Instruction to plan for temporary closure of these centres given the lack of replacement availability of Early Childhood Education workers.

Transmission Point Cleaning (cont'd)

- Change the Virucidal solution in the bucket and use a fresh micro fibre cloth frequently.
- The floor should be dust mopped and then wet mopped with Virucidal solution.
- The used dust mop should be bagged separately and tagged to be laundered appropriately.
- The used micro fibre clothes should also be bagged separately and tagged to be laundered appropriately.
- If you take a coffee or lunch break during cleaning time, be sure to discard your used gloves and thoroughly wash your hands, using new gloves upon resuming cleaning.

HEAVILY SOILED SURFACES REQUIRE CLEANING PRIOR TO DISINFECTION (e.g. fecal matter)

- Solutions, mop-heads and clothes used to clean a room must not be taken into any other room for cleaning purposes until properly sanitized.
- Cleaning solutions prepared in buckets must be disposed of in the custodial closet only (Not down classroom or kitchen sinks etc.)
- Your head custodian or supervisor will advise you on where the used clothes and drop mop head should go.
- Clean and rinse your equipment and return to the custodial closet.
- Discard your gloves and wash your hands well.

Blended Operations Staffing

Where custodial services staffing may reach “critical” levels of absenteeism, the supervisors of custodial, transportation and maintenance services, will meet to discuss availability of staff (transportation/maintenance) to bolster custodial staffing following their normal workshifts.

The protocol prescribed here will be driven by **DAILY** availability of staff and will, in the event of critical need, be visited on a **DAILY** basis.

TRANSPORTATION DEPARTMENT (A. Hemming, Supervisor)

There are two areas where ongoing analysis and daily adaptations may be required. These are bus interior cleaning and bus driver replacement.

1. Bus Interior Cleaning

We would follow guidelines, routines and responses of the custodial department in terms of the appropriate cleaning solutions and increased frequency as it would apply to bus hand rails, seats, floor, etc.

2. Bus Driver Replacements

In the event that we experience absences of bus drivers due to illness or being advised not to be at work, their positions would be filled utilizing a range of options, such as:

- Spare drivers
- Bus mechanics
- Qualified personnel from the custodial and maintenance departments

When the above options are depleted, we would consider other options, including:

- a. A. Modify routes—if ridership declines significantly, we could combine 2 routes into 1 or 3 routes into 2 in some cases.
- b. Adjust route timing allowing fewer buses to cover all areas.
- c. Combine elementary and secondary routes which may normally be operated separately.

If these steps do not accomplish the goal of maintaining daily service for all riders, other options may need to be considered.

In summary, the transportation department plan would have to be modified and adapted daily, considering:

- Driver availability;
- Student absences / ridership decline; and
- School closures.

APPENDIX 1 ISOLATION AREAS

Isolation areas shall be established using the following guidelines:

- Schools and child care programs should be prepared to promptly isolate students/children who become ill with an influenza-like illness while in the school or child care settings in a designated room/area separate from the others, with adequate supervision until they are able to go home. To help prevent transmission, good respiratory and hand hygiene practices are recommended, as well as, to the extent possible, having the ill children stay two meters away from others. In considering the school setting where people are not typically trained in the proper use of masks and considering the potential risk of infection associated with improper mask use, the use of masks in the school/daycare setting is not recommended. However, enhanced sanitation practices in the isolation area are recommended, including the removal of toys, shared reading material and/or soft furniture that may foster the spread of the flu.
- Schools should have protocols in place to notify parents/guardians if their child becomes ill with an influenza-like illness while at the school or the child care facility.
- Children who become ill with an influenza-like illness while at school or child care should be sent home with their parent or guardian and not travel on school buses.
- Students/staff/children who become ill at home with influenza-like illness should stay at home until they are symptom free and are feeling well and able to fully participate in all normal day-to-day school activities (eg. intra/extramural activities and school trips).
- Children and staff should be excluded from child care settings if they are exhibiting symptoms of an influenza-like illness and only return once they are symptom free and able to fully participate in daily programs.
- Children excluded from one child care program for an influenza-like illness should not be placed into another group child care program unless they are symptom free and able to fully participate in daily programs.
- If the number of students who become ill cannot be accommodated in the isolation room, a larger room or the library should be used and cleaned thoroughly after use.

APPENDIX II GETTING THE RIGHT MESSAGES TO CHILDREN

You should teach and encourage children in age-appropriate ways to follow the advice on personal Hygiene (hand washing, minimizing contact between hands and mouth/nose, use of tissues). While emphasizing to children that this is a serious matter, care must be taken to avoid causing undue fear or upset.

We recognize that it is not possible for staff to monitor that every child is following the advice all of the time, but frequent reminders should help to reinforce the right key messages.

Children returning to school after an illness will be welcomed back by all staff members and will be encouraged to reintegrate into the normal day to day activities as soon as possible.

APPENDIX III DECISION CHART

Use the guidelines in this table to help make the best decisions for yourselves and your families. Always use hygiene and prevention measures to avoid contamination:

WASH YOUR HANDS FREQUENTLY. COUGH OR SNEEZE INTO THE CROOK OF YOUR ARM RATHER THAN INTO YOUR HANDS. KEEP YOUR SURROUNDINGS CLEAN.	
SITUATION FOR AN ADULT OR CHILD The person does not have a fever (temperature less than 38°C (100.4F), but does have these symptoms: ♦ Sore throat ♦ Stuffy nose ♦ Runny nose ♦ Cough	DECISION Probably a cold. Rest is indicated
SITUATION FOR AN ADULT OR CHILD The person has a fever (temperature over 38°C (100.4°F). The fever came on suddenly and is accompanied by these symptoms: ♦ Cough ♦ Sore throat ♦ Significant fatigue ♦ Headache ♦ Muscle aches	DECISION Probably the flu. Rest at home is indicated. Call Healthlink 811 if needed.
SITUATION FOR AN ADULT OR CHILD AT RISK OF COMPLICATIONS The person has a fever of over 38°C (100.4°F) and belongs to a group at risk of developing complications. (children under 2 yrs, the elderly, pregnant women and individuals with chronic illnesses) SITUATION FOR AN ADULT OR CHILD The person has a fever and one of these symptoms: ♦ Shortness of breath ♦ Difficulty breathing ♦ Painful breathing ♦ Vomiting for more than 4 hrs ♦ Fever in a child who is too quiet and less active than normal or who refuses to play or is agitated	DECISION See a doctor today.
SITUATION FOR AN ADULT OR CHILD The person has a fever and one of these symptoms: ♦ Difficulty breathing that persists or worsens ♦ Blue lips ♦ Convulsions ♦ Difficulty moving ♦ No urination for 12 hours ♦ Severe neck stiffness ♦ Drowsiness, confusion, disorientation or difficulty being roused ♦ Fever in child under 3 months old	DECISION Go to Emergency Room Immediately. Call 911 if necessary.
HEALTH RELATED QUESTIONS: CALL 811 (24 hrs / day) HEALTHLINK BC Website: www.gov.bc.ca/h1n1 www.FightFlu.ca Facebook page: facebook.com/h1n1informationbc Twitter page: twitter.com/h1n1bc	

APPENDIX IV EXPOSURE CONTROL PLAN

PURPOSE

British Columbia employers have a responsibility to protect their workers from all work-related hazards, including exposure to infectious diseases like influenza. H1N1 (Human Swine Influenza) (hereinafter referred to as “H1N1 Influenza”) has now been reported in many other countries around the world. The World Health Organization is coordinating a global response to the threat of a pandemic. The Public Health Agency of Canada and the BC Centre for Disease Control are closely monitoring the outbreak and have plans in place to limit exposure to Canadians.

SCOPE

The scope of this exposure control plan includes all staff and students at School District No. 22 and provides information to keep them as up to date as possible concerning the H1N1 Influenza. All staff need to be aware that this document will be a “living” document and will change as new information becomes available.

HOW IS H1N1 FLU SPREAD?

Spread of H1N1 influenza virus from person to person occurs in the same way as seasonal flu, which is mainly spread person to person through coughing and sneezing by people infected with the influenza virus. People may become infected by touching something with flu viruses or germs on it, such as counters or doorknobs and then touching their mouth or nose.

2009 H1N1 influenza viruses are not transmitted by food. You cannot get 2009 H1N1 influenza from eating pork or pork products. Infected people may be able to infect others beginning 1 day before symptoms develop and up to 7 or more days after becoming sick. That means that you may be able to pass on the flu to someone else before you know you are sick, as well as while you are sick. Transmission can also occur between pigs, horses and humans.

Note: Pregnant women are not more likely to get the H1N1 flu virus, but if they do catch the virus in their second or third trimester or within four weeks of giving birth, they are more likely to suffer complications, like pneumonia and severe respiratory distress. These individuals should seek advice from their medical practitioners.

WHAT ARE THE REGULATORY REQUIREMENTS?

When a worker is at risk, or may reasonably be expected to be at risk, of harmful contact with a biological agent specified by WorkSafeBC, the employer is required to implement an exposure control plan as specified in Section 5.54 of the Occupational Health and Safety Regulation. WorkSafeBC has specified that Section 6.34 applies to the virus that causes H1N1 Influenza.

MINISTRY OF EDUCATION PROTOCOL FOR DISCLOSURE OF PERSONAL INFORMATION

In the event that a manager, supervisor or executive becomes aware that an employee has been diagnosed with H1N1 Influenza, they must obtain the Deputy Minister's approval to disclose any personal information to another person without the express consent of the employee.

Prior to exercising their discretion under Sections 25 and 33.1 (m) of the FOIPPA, the Deputy Minister will:

- (a) ensure the facts of the individual circumstance are accurate,
- (b) consult with the Ministry FOI director and the Head of the Public Service Agency and,
- (c) consult with the Provincial Health Officer if there is any doubt whether the circumstances of the situation indicate a need to protect the public interest.

In situations where information is released regarding the diagnosis of a case of H1N1 influenza, the Deputy Minister will work with the public health officials to ensure effective hygiene practices are put in place to prevent the spread of the virus.

STAFF AND STUDENTS

Teachers should proactively teach/re-teach/emphasize the standard health authority proper hygiene steps that all of us should be taking at this time. These can be found on the School District No. 22 website Home Page (www.sd22.bc.ca) – H1N1 (Swine Flu) – Updates and Resources. Please ensure this is done with all grades.

Custodians will be familiar with Transmission Point cleaning, and be prepared to initiate this Practice under the direction of the Custodial Supervisor.

Staff who have concerns may apply for leave without pay if they do not wish to attend work.

If you have flu-like symptoms, regardless of where you have travelled, stay home from work or school and limit contact with others to keep from infecting them. See a health care provider if your symptoms become worse but call ahead of time to let them know you have flu-like symptoms.

The H1N1 (Swine Flu) – Updates and Resources icon on the School District No. 22 webpage will be updated as necessary. (www.sd22.bc.ca)

Proactive Measures:

You can call [HealthLink BC](#) at **8-1-1**, 24 hours a day/seven days a week to speak to a nurse if you have more questions or if feeling ill. Influenza is caused by viruses, and is generally spread when an infected person coughs or sneezes. Here are six simple, common sense precautions that can help safeguard everyone's health:

1. **Stay home when you're sick or have influenza symptoms.** Get plenty of rest and check with a health care provider as needed.
2. **Avoid close contact with people who are sick.** If you are sick, keep your distance from others to protect them from getting sick.
3. **Cover your mouth and nose with a tissue when coughing or sneezing, and throw the tissue away immediately.** It may prevent those around you from getting sick
4. **Wash your hands. Washing your hands often will help protect you from getting sick.** When soap and water are not available, use disposable hand wipes or gel sanitizers.
5. **Avoid touching your eyes, nose or mouth.** You can become ill by touching a surface contaminated with germs and then touching your eyes, nose or mouth.
6. **Practice other good health habits.** Get plenty of sleep, be physically active, manage stress, drink plenty of fluids, eat nutritious foods, and avoid smoking, which may increase the risk of serious consequences if you do contract the flu.

**For more steps on how to protect you and your family visit
www.FightFlu.ca**

EDUCATION AND TRAINING

The following information has been provided by Dr. Perry Kendall, Provincial Health Officer:

Vaccine:

Canada is working on an H1N1 vaccine, which will be made available as per national guidelines when it is ready. Once the vaccine arrives in British Columbia (expected in November), people will be able to get immunized at their doctor's office or at an immunization clinic set up especially to deliver the vaccine. Consultations are underway that would allow pharmacists to deliver vaccinations as well.

Antiviral Medication:

Those in high-risk categories (pregnant women, young children and people with underlying health conditions such as asthma, diabetes and morbid obesity) should visit their doctor prior to the Fall to determine whether they should be prescribed antiviral in advance, for use in the event they show H1N1 flu symptoms.

"The best way to limit influenza exposure in your workplace is to have sick workers stay at home and encourage regular hand washing with hot water and soap," says Geoffrey Clark, WorkSafeBC's senior occupational hygienist.

What is the best technique for washing my hands to avoid getting the flu?

Washing your hands often will help protect you from germs. Wash with soap and water or clean with alcohol-based hand cleaner.

We recommend that when you wash your hands -- with soap and warm water -- that you wash for 15 to 20 seconds. When soap and water are not available, non-alcohol-based disposable hand wipes or gel sanitizers may be used. You can find them in most supermarkets and drug-stores. If using gel, rub your hands until the gel is dry. The gel doesn't need water to work.

