



Communicable Diseases: Pandemic Response Plan - Calvin Christian School

An influenza pandemic occurs when a new influenza virus emerges and spreads, against which the human population has little or no immunity, resulting in several simultaneous epidemics worldwide with enormous numbers of deaths and illnesses. Unlike many other viral respiratory infections (e.g., the common cold), an influenza virus can cause severe illness and life-threatening complications in many people.

- 1.1 In the case of a pandemic warning or pandemic alert, the Principal shall consult the appropriate medical authority and, to the extent possible, the School Board, in order to ascertain subsequent action.
- 1.2 Under the *Ontario Health Promotion and protection Act*,
 - An employee can be requested to voluntarily quarantine themselves;
 - An employee can be ordered by the Medical Officer of Health to be placed in Quarantine;
 - An employee who imposes self-quarantine may be asked by the employer to provide documentation from a physician to confirm the need for such quarantine;
- 1.3 In consideration of 1.2 above, the employee, being a teacher, shall have emergency lesson plans available for occasional or substitute teachers.
- 1.4 In case of re-deployment of staff, the Principal shall implement the following sequence:
 - Vice-principals and department heads shall be temporarily reassigned based on school needs;
 - Teachers will only be considered for re-deployment in emergency situations and as a last resort (see 1.4 above);
 - Support staff will only be considered for re-deployment in emergency situations and as a last resort. The Board recognizes that support staff have the right to refuse re-deployment under the *Occupational Health and Safety Act*.
- 1.5 The ultimate decision to close the school because of pandemic alert is made by the Principal (or School Board) subsequent to consultation with the appropriate medical authorities.
- 1.6 The Medical Officer of Health is the primary spokesperson to the media when a pandemic occurs -- not the School Board or the Principal.
- 1.7 All school system preparations and responses are coordinated through the Principal (or designates) and may be subject to change at the Principal's discretion and in keeping with government directions and local developments.
- 1.8 Appendix A shall serve as the official Calvin Christian School Pandemic Response Plan; it may be updated by the Principal as needed.

APPENDIX A - PANDEMIC RESPONSE PLAN OVERVIEW AND TASKS

Stage of Alert		Description	Tasks	Responsibility	Check
Inter Pandemic Period	PHASE 1	No new influenza virus subtypes have been detected in humans, but an influenza virus subtype is present in animals	Educate the school community and staff on pandemic awareness and the importance of virus surveillance	School Administration	
	PHASE 2	No new influenza virus subtypes have been detected in humans, but a circulating animal influenza virus poses a substantial risk of human disease	Educate the staff on the importance of increased vigilance Review infection control procedures	School Administration	
Pandemic Alert	PHASE 3	Human infection(s) with a new subtype, but no human-to-human spread, or at most rare instances, in close contact only	See Step 1 Below		
	PHASE 4	Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting the virus is not well adjusted to human hosts	See Step 2 Below		
	PHASE 5	Large cluster(s) but human-to-human spread still localized, suggesting the virus is adapting to humans, but may not yet be fully transmissible (substantial pandemic risk)	See Step 3 Below		
Pandemic Period	PHASE 6	Increased and sustained transmission to the general public	See Step 4 Below		
Post Pandemic Period	PHASE 7	Return to Inter-Pandemic Period	Educate the school community and staff on pandemic awareness and the importance of virus surveillance. Debrief and restock.		

STEP 1

Tasks and Assignments	Responsibility	Check
Review school pandemic plan	Administration	
Encourage vigilance in hand washing technique	Staff	
Instruct students on basic influenza protection and good hygiene	Faculty	
Check to make sure staff contact details are current	Administration	
Brief key staff on roles and responsibilities	Administration	
Identify staff assignments warranting re-deployment	Administration	
Ensure all students have emergency contact numbers	Administration	
Create a plan for students with special needs	Special Education Staff	
Update and expand emergency lesson plans	Faculty	
Track reporting requirements (i.e. 10% illness of students and/or staff)	Administration	
Increase supply of tissue and hand soaps	Custodian	
Obtain hand sanitizers for building entrance locations	Custodian	
Ensure supply teachers are willing to replace ill teacher(s)	Administration	
Post hand washing reminders above classroom sinks	Faculty	

STEP 2

Tasks and Assignments	Responsibility	Check
Establish a dedicated link on the school's website	IT Staff	
Make parents aware of the plan	Administration	
Begin preparing for procedures that provide continuity of instruction (e.g. web-based)	Faculty	
Advise parents to download applicable software (e.g. Google Chrome) and register on the School website	Administration	
Begin cross training of staff to ensure essential services	Administration	
Encourage parents to find or firm up alternate childcare options	Administration	
Monitor field trip requests to avoid high human traffic areas and senior citizens	Administration	
Decide where to isolate increasing number of sick children if health room is not available	Administration	
Ensure there are hand sanitizers on the walls in key locations	Custodian	
Encourage parents to pack alcohol-based hand sanitizers in backpacks	Administration	
Begin cleaning door knobs on a regular basis	Staff/Custodian	

STEP 3 (PHASE 5)

Tasks and Assignments	Responsibility	Check
Restrict access of community, volunteers, visitors to the school	Staff	
Begin posting daily updates on the school's website	IT Staff	
Notify community of possible school closure and transportation cancellation	Administration	
Develop an alternate learning continuity plan that includes student	Faculty	
Implement vigorous infection control procedures including washing down keyboards, desktops etc.	Staff / Custodian	
Ensure parents specify the nature of illness/symptoms when a child is reported ill.	Administration	
Begin providing the Medical Officer of Health of the public health authorities with updates - especially if absentee rate exceeds 10%	Administration	
Advise renters of pending school closure which could possibly impact them	Administration	
Reduce number of assemblies, tournaments and other student gatherings	Administration	
Encourage parents to find alternate daycare options	Administration	
Children with special needs may be asked to stay home	Special Education	
Cancel all assemblies, tournaments, and other student gatherings	Administration	

STEP 4 (PHASE 6)

Tasks and Assignments	Responsibility	Check
Continue communicating as prearranged	Administration	
Cooperate with Medical Officer of health order of school closure	Administration	
Cancel school bus transportation	Administration	
Implement alternate learning continuity plan	Faculty	
Prepare facility to be commandeered by the Ministry of Health for emergency purposes	Administration/Custodian	