

School District No. 52 (Prince Rupert)

Pandemic Response Plan

September 2009

Table of Contents

Title	Page #
Introduction	1
Pandemic Planning Committee/ Emergency Response Team (ERT)	1
Definition of Influenza Pandemic	1
Signs and Symptoms of Influenza	1
Prevention and Continuity Planning	2
Plan Overview	2
Pre-Pandemic Period	3
Pandemic Period	5
Post-Pandemic Period	6
Roles and Responsibilities	9
Superintendent of Schools	9
Secretary-Treasurer	9
Assistant Superintendent/Director of Instruction/District Principals	9/10
Director of Operations	10
Administrators	10
Director of IT	10
Director of Finance	10
Communication Plan	10
School District No. 52 Reporting Requirements	10
School Closure Decision Making Process	10/11
Separating Ill Students and Staff	11
Personal and Family Preparedness	11
How to minimize chances of contact with the pandemic influenza agents	11
How to ensure your family is prepared	11
Hand Washing Education	11
Appendix A	12

Introduction

An influenza pandemic is an outbreak occurring over a larger geographical area, often worldwide, affecting a large proportion of the population with elevated mortality rates. Three pandemics have occurred in the last century: the Spanish in 1918, the Asian in 1957, and the Hong Kong in 1968.

The World Health Organization (WHO) has determined the H1N1 virus is a pandemic, based on the WHO's pandemic definition. At this time, WHO considers the overall severity of the influenza pandemic to be at a moderate level. Based on experience from the Southern Hemisphere, Northern Health expects the spread of H1N1 to increase rapidly during the fall of 2009.

Contingency planning is essential for an effective response.

Pandemic Planning Committee/Emergency Response Team (ERT)

A committee was developed under the direction and leadership of Lynn Hauptman, Superintendent of Schools, to plan for effective educational and business continuity in the event of a pandemic. This plan also addresses the very important topics of infection control and mitigation.

During a pandemic, the roles of the members will shift from planning to emergency response as identified in the Pandemic Period of this response plan. Members of the Committee include:

Lynn Hauptman	Superintendent of Schools
Cam McIntyre	Secretary-Treasurer
Leah Robinson	Assistant Superintendent
Frank Shale	Director of Operations
Marcy VanKoughnett	Acting Director of Human Resources
Tim Dressel	Director of Information Technology
Peter Edwards	Director of Finance
Linda Hikida	District Principal of Student Support Services
Debbie Leighton-Stephens	District Principal of Aboriginal Education
Dr. David Bowering	Medical Health Officer - Northern Health Authority

Definition of Influenza Pandemic

- A pandemic is a worldwide outbreak due to the spread of a new virus
- Pandemics can happen when an animal virus mixes or changes to result in a new virus
- This new virus is capable of person-to-person spread because most people have little or no immunity to it
- Influenza outbreaks occur each winter – the very young and very old usually have the most severe illness
- Influenza pandemics cause more illness and more serious outcomes like hospitalization and death affecting all age groups, including young adults. This is different from usual influenza.

Signs and Symptoms of Influenza

- Fever
- Runny nose
- Cough
- Headache
- Sore throat
- Muscle aches and pains
- Extreme fatigue
- May include diarrhea and vomiting (especially in children)

Prevention and Continuity Planning

As there may be as much as one third to one half of the school population away during a pandemic or schools may be closed, the school district is working on the following plans. An important component of the plan is prevention.

- Education on hand washing and cough/sneeze etiquette
- Installation of soap dispensers in classrooms that have a wash sink
- Installation of non-alcoholic hand sanitizers in rooms that do not have a sink
- Increased contact surface disinfection including keyboards
- Education of students in the event of school closure
- Continuation of employee wages/benefits
- Facility Operations (heating, electrical, plumbing, etc.)
- Cleaning of schools following a closure or during a pandemic
- Information Technology re: educational program delivery and communication
- Transportation contingencies – buses and ferry

Plan Overview

Organization and Structure of the Plan

The main body of this plan is organized in three sections which outline the key roles and responsibilities of School District No. 52 in each of the three pandemic phases.

1. *Pre-pandemic Period:* This is the critical stage for pandemic preparedness. The pre-pandemic phase is NOW, and planning efforts need to focus on education, business continuity and infection control.
2. *Pandemic Period:* The Provincial Health Officer (PHO) will declare when it is time to activate plans for the pandemic phase. We cannot anticipate exactly what will happen. Plans will need to be adapted to reflect circumstances and situations as they arise.

During this phase, the key goals will be to:

- Minimize rates of mortality, illness, and suffering:
- Minimize educational and business disruptions

3. *Post-pandemic Period:* The post-pandemic period begins when the Provincial Health Officer declares that the influenza pandemic is over. The primary focus of work at this time is to restore normal services, deactivate pandemic response activities, review their impact, and use the lessons learned to guide future planning activities.

Each period in the Pandemic Response Plan addresses the following five key components:

1. Planning and Coordination
2. Continuity of Student Learning and Core Operations
3. Infection Control Policies and Procedures
4. Communication Planning
5. Education of Staff/ Student/Families

Phase 1: Pre-Pandemic Period

<i>Pre-Pandemic Activities</i>	<i>Responsibilities</i>
<p>1. Planning and Coordination</p> <ul style="list-style-type: none"> a. Responsibility for SD No. 52 plan activation b. Update Emergency Procedures Manual to include a section on pandemic influenza c. Incorporate responsibilities and authorities of Ministry of Health/Northern Health Authority and Ministry of Education in development and implementation of Pandemic Response Plan d. Advise staff of pandemic plan sent in conjunction with updated Emergency Procedures manual e. Plan for an isolation room for staff and students that become ill with flu-like symptoms while at work/school (See <i>Separating Ill Students and Staff</i>) f. Educate and equip person(s) to care for ill students until parent arrives. (See <i>Separating Ill Students and Staff</i>) 	<p>Superintendent of Schools</p> <p>Occupational Health and Safety Committee</p> <p>Superintendent, OH&S</p> <p>Principals, District Principals, Directors</p> <p>Principals, District Principals, Directors</p> <p>Principals</p>
<p>2. Continuity of Student Learning and Core Operations</p> <ul style="list-style-type: none"> a. Consider impact of varying levels of student and staff absences and school closures b. Consider and develop alternative procedures to ensure continuity of education c. Develop cross training plans for essential services d. Develop a continuity of operations for essential services: <ul style="list-style-type: none"> i. Education ii. Payroll iii. Custodial iv. Communications v. Transportation 	<p>Superintendent, Assistant Superintendent, Directors, Principals</p> <p>Assistant Superintendent and Principals</p> <p>Directors of HR, Finance, Operations, IT</p> <p>Superintendent/Assistant Superintendent Director of Finance Director of Operations Director of IT District Principal of Student Support Services and Secretary Treasurer</p>
<p>3. Infection Control Policies and Procedures</p> <ul style="list-style-type: none"> a. Implement infection control practices and procedures that help limit the spread of infection b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels c. Ensure that rooms without sinks have a non-alcohol based hand sanitizer/wipes 	<p>OH&S, Director of Operations</p> <p>Director of Operations</p> <p>Director of Operations</p>

<ul style="list-style-type: none"> d. Order additional cleaning supplies and ensure custodial staff are trained in pandemic cleaning procedures e. Advise staff and students that are sick with flu like symptoms to remain at home f. Educate children and staff on proper hand washing and cough/sneeze etiquette g. Maintain a healthy work environment by posting tips on how to stop the spread of germs h. Advise the school public health nurse when there is equal to or greater than 10% of the school population away ill. 	<p>Director of Operations</p> <p>Principals, Directors</p> <p>Principals, Teachers, Directors</p> <p>Principals, Teachers, Directors</p> <p>Principals</p>
<p>4. Communication Planning</p> <ul style="list-style-type: none"> a. Develop and maintain contacts with MHO, Child Youth Program Consultants, Ministry of Education, and City of Prince Rupert/Port Edward Officials, Metlakatla, Hartley Bay. b. Post relevant information on SD52 Website on Pandemic Planning c. Establish method of communication with students and families to receive immediate information if child needs to be sent home or if the school or facility is closing d. Advise Board of Education, Directors and School Administration on influenza surveillance and preventative measures e. Monthly topic at District Health and Safety Committee meetings f. Advise staff, students and families of SD 52's website g. Ensure that parents/guardians have provided up to date contact information to the school h. Discuss Pandemic Influenza with staff including prevention, signs, symptoms, and family preparedness i. At your health and safety committee meetings <ul style="list-style-type: none"> i. At staff meetings ii. With Families at School Events j. Media communications – radio, newspaper, TV, website 	<p>Superintendent or designate and OH&S</p> <p>Director of IT and OH&S</p> <p>Principals may be required to close schools under advisement of Superintendent or designate using newsletters, email and First Class, phone out</p> <p>Superintendent</p> <p>OH&S</p> <p>Principals, Directors</p> <p>Principals</p> <p>Principals, District Principals, Directors</p> <p>Secretary-Treasurer</p> <p>Principals</p> <p>Principals</p> <p>Superintendent</p>
<p>5. Educate Staff/Student/Families</p> <ul style="list-style-type: none"> a. Personal Planning articles, home hygiene, etc. in school newsletter 	<p>Principals</p>

Phase 2: Pandemic Period

<i>Pandemic Activities</i>	<i>Responsibilities</i>
<p>1. Planning and Coordination</p> <ul style="list-style-type: none"> a. If school trips are planned, determine how students will be isolated and sent home should they become ill with flu-like symptoms b. Closing of schools may be required c. School trips and school evening user groups may be cancelled d. Schools may be used by officials for clinics, hospitals, daycare centres, etc. e. Depending on staffing or student shortages, classes may need to be combined f. Bus routes may need to be combined due to driver and/or student shortages. Ferry runs may also be affected. 	<p>OH&S, Principals (see <i>Separating Ill Staff and Students</i>)</p> <p>Medical Health Officer (MHO) informs Superintendent</p> <p>Superintendent, Principals</p> <p>Ministry of Health, City of Prince Rupert/Port Edward, Hartley Bay Principals</p> <p>District Principal of Student Support and Secretary Treasurer</p>
<p>2. Continuity of Student Learning and Core Operations</p> <ul style="list-style-type: none"> a. Evaluate capability of student learning continuity: adjust as needed b. Reinforce cross training to ensure continuity of core operations <ul style="list-style-type: none"> i. Education ii. Payroll iii. Custodial iv. Communications c. Schools may be closed d. School trips may be cancelled 	<p>Assistant Superintendent and Principals</p> <p>Assistant Superintendent Director of Finance Director of Operations Director of IT Principals (under advisement of Superintendent or her designate: use of First Class) Principals</p>
<p>3. Infection Control Policies and Procedures</p> <ul style="list-style-type: none"> a. Continued use of infection control practices and procedures that help limit the spread of infection b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels and non-alcoholic hand sanitizers (if necessary) c. Advise staff and students that are sick with flu like symptoms to remain at home d. Restriction of community, volunteer and visitors to schools and facilities e. Rigorous cleaning of schools and contact surfaces f. Audit infection control practices g. Plan for children away on school trips to be isolated and/or sent home if they become ill 	<p>OH&S, Director of Operations</p> <p>Director of Operations</p> <p>Principals, District Principals, Directors</p> <p>Principals, District Principals, Directors</p> <p>Director of Operations</p> <p>OH&S, Director of Operations Principals (See <i>Separating Ill Students and Staff</i>)</p>

<ul style="list-style-type: none"> h. Ongoing education for children and staff on proper hand washing and cough/sneeze etiquette i. Advise the school public health nurse when there is equal to or greater than 10% of the school population away ill j. Separation of ill students and staff until they can be sent home 	<p>Principals, Teachers, Directors</p> <p>Principals</p> <p>Principals, Directors</p>
<p>4. Communication Planning</p> <ul style="list-style-type: none"> a. Media communications b. Continue to work closely with MHO, Ministry of Education and City of Prince Rupert/Port Edward Officials, Metlakatla and Hartley Bay Band Councils and StrongStart Centers and After School Program Coordinators c. Maintain and evaluate SD 52 Website for information on Pandemic Planning d. Maintain method of communication with students and families to receive immediate information if child needs to be sent home or if school or facility is closing e. Continue to provide the Board of Education, District Staff and School Administrators with information on influenza surveillance and preventative measures f. Remind staff, students, volunteers, and families of SD 52's Website g. If school is open, provide information in school newsletters 	<p>Superintendent or designate Superintendent or designate</p> <p>Superintendent and Director of IT</p> <p>Principals (under advisement of Superintendent or designate)</p> <p>Superintendent, OH&S</p> <p>Principals and Supervisors</p> <p>Principals</p>
<p>5. Educate Staff/Student/Families</p> <ul style="list-style-type: none"> a. If school is open, increase awareness by informing through bulletins, etc., advise of School District Website, communicate with PACS/DPAC 	<p>Principals, District Staff</p>

Phase 3: Post Pandemic Period

<i>Post-Pandemic Activities</i>	<i>Responsibilities</i>
1. Planning and Coordination <ul style="list-style-type: none"> a. Re-opening of schools b. Resumption of business activities c. Depending on staffing shortages, classes may need to be combined d. Plan for bus driver shortages and combining routes and ferry changes 	Superintendent and Principals District Staff, Principals Principals District Principal of Student Support Services and Secretary Treasurer
2. Continuity of Student learning and Core Operations <ul style="list-style-type: none"> a. Evaluate capability of student learning continuity: adjust as needed. May take some time for schools to be re-opened b. Communications (IT, First Class) c. Resumption of school classes and activities 	Assistant Superintendent/Principals Director of IT Superintendent, Assistant Superintendent, Principals
3. Infection Control Policies and Procedures <ul style="list-style-type: none"> a. Continue with infection control practices and procedures that help limit the spread of infection b. Ensure that schools and facilities have an adequate supply of hand soap, paper towels, and non-alcoholic based hand sanitizer (if necessary). c. Advise staff and students that are sick with flu-like symptoms to remain at home d. Continue to audit infection control e. Ongoing education for children and staff on proper hand washing and cough/sneeze etiquette f. Advise the school public health nurse when there is equal to or greater than 10% of the school population away ill g. Separate ill students and staff 	OH&S, Director of Operations Director of Operations District Staff/Principals OH&S, Director of Operations District Staff/Principals Principals Principals/District Staff
4. Communication Planning <ul style="list-style-type: none"> a. Media communications b. Continue to work closely with MHO, Ministry of Education and Prince Rupert/Port Edward city officials, Metlakatla and Hartley Bay Band Councils, StrongStart Centers and After School Program Coordinator c. Maintain and evaluate SD 52's website for information on Post-Pandemic Recovery Phase d. Maintain method of communication with students and families to receive immediate information if child needs to be sent home or is school or facility is closing e. Prepare for Critical Incident Response if there have been deaths among students and staff 	Superintendent (or designate) OH&S, Superintendent Superintendent, Director of IT, OH&S Principals Crisis Response Team
5. Educate Staff/Students/Families <ul style="list-style-type: none"> a. Direct staff, students and families to information on SD No. 52 website b. Use school newsletter to provide information to students and families. c. Keep staff informed 	Principals, District Staff Principals Principals, District Staff (through safety committee meetings and staff meetings)

Roles and Responsibilities

Communication

1. The Superintendent of Schools and Board Chair are the spokespeople for all *school district* related pandemic issues.
2. The Regional Medical Health Officer is the spokesperson for all pandemic health issues.
3. Continuation of SD No. 52's H1N1 Website.
4. Implementation of IT communication system.

Superintendent of Schools

1. SD No. 52 Pandemic Plan Team Lead
2. Activate School District's Pandemic Plan
3. Direct school closures under direction of the Medical Health Officer
4. Key spokesperson for school-related pandemic issues with Board Chair
5. Advise Board and DPAC about SD No 52's plans for pandemic influenza, including website communications and personal preparedness
6. Provide key information to the Board of Education on pandemic response plan
7. Maintain liaisons with other school districts, Health authorities, city officials, aboriginal band councils

Assistant Superintendent, Director of Instruction, District Principals

Develop and maintain education plans for implementation if schools are closed and/or teaching or support staff, critical to program delivery, are away due to pandemic influenza.

Principals, Supervisors and Foremen

1. Educate all staff and students about proper hand washing practices. Resources are available on the SD No. 52 H1N1 area of the website.
2. Educate all staff and students about cough/sneeze etiquette. Resources are available on the website.
3. Ensure that staff and students do not attend work or school when exhibiting flulike symptoms.
4. Separate students that become ill at school until they can be sent home.
5. Discuss pandemic planning at monthly safety committee meetings.
6. Advise PAC and parents about the district and school's plan for pandemic influenza, including website communications and personal preparedness.
7. If greater than 10% of the school population is away, report to the School Public Health Nurse (**250 622 6380**) and to the Assistant Superintendent.
8. Ensure that rigorous cleaning and infection control practices are happening in the schools and facilities.
9. Provide a monthly communication in school newsletter on pandemic planning and preparedness, including information on SD No. 52 website. Information will be provided by the Manager OH&S for this purpose.
10. Ensure that parents/guardians have provided up to date contact information to the school.

Director of Operations

1. Develop and maintain core building functions

District Principal of Student Support Services/Secretary Treasurer

1. Emergency transportation plan for students with special needs who require transport
2. Transportation plan in the event of pandemic and ill bus drivers and ferry operators

Crisis Response Team (Management Team)

1. Maintain pandemic plan with input from pandemic planning committee and key stakeholders
2. Provide district wide educational support, advice and expertise to schools and facilities
3. Develop, implement and audit infection control plan.
4. Advise and report to the District Health and Safety committee on plans and preparedness
5. Provide schools with educational materials and monthly information for school newsletters, staff and student education and safety committee meetings

Custodial Foremen

1. Ensure custodial staff is trained in the safety requirements and the contact disinfection techniques for all three pandemic phases.
2. Ensure custodial staff has personal protective equipment and cleaning supplies to prevent self infection and cross contamination during all three phases of pandemic planning
3. Ensure adequate supply of soap and paper towels, hand sanitizers and wipes for increased hand washing vigilance during all three pandemic phases.
4. Audit infection control program.

Director of Information Technology

1. Develop and maintain electronic communication.

Director of Finance

1. Develop and maintain key financial functions

Assistant Superintendent/Director of Instruction

1. Assist departments with the development and implementation of cross training strategies.
2. Develop and implement specific employee work policies for use during a pandemic.

School District No. 52 Reporting Requirements

If greater than 10% of the population is away, notify the northern health authorities and the assistant superintendent.

School Closure Decision making process

1. The Provincial Medical Health Officer will direct the province when it is time to activate pandemic plans. If, to minimize the spread of infection, activation of these plans is to include school closures, the Regional Medical Health Officer will advise the Superintendent of Schools.

Or

2. The Ministry of Education can direct that school closures occur to reduce the spread of infection in the school population or for other public health reasons.

EXAMPLE: A student or staff member has tested positive for the pandemic virus.

Step 1: Centre for Disease Control informs Provincial Health Officer/Regional Health Officer

Step 2: RHO informs Superintendent of Schools

Step 3: Superintendent informs Ministry of Education

Step 4: The Provincial Medical Health Officer in consultation with the Superintendent and the Ministry of Education will determine whether the school should be closed based on criteria established by the Ministry of Education.

Separating Ill Students and Staff

1. Sick students and staff should always be required to stay home. Students and staff who appear to have an influenza-like illness at arrival or become ill during the day must be promptly separated from other students and staff and be sent home.
2. Schools should regularly update contact information for parents so that they can be contacted more easily if they need to pick up their ill child.
3. Recognizing that space is often in short supply, early planning on the location for a sick room is essential. This room should not be one commonly used for other purposes (e.g. the lunchroom during non-meal times). It should not be a space through which others regularly pass. It is not necessary for this room to have a separate air supply (HVAC) system. Ill persons should be placed in well ventilated areas and placed in areas where at least 2 metres of distance can be maintained between the ill person and others.
4. A limited number of staff should be designated to care for ill persons until they can be sent home. These care givers should not be at increased risk of influenza complications (e.g. pregnant women or persons that have a chronic illness) and they should be familiar with infection control recommendations to prevent spread of influenza.
5. Staff who acts in this capacity are likely to come into close contact with the students and staff with influenza-like illness. CDC recommends that the staff that provides care for persons with known, probable or suspected influenza or influenza-like illness use appropriate personal protective equipment (disposable respirator, gloves).

Appendix A

Personal and Family Preparedness

What can you and your family do to minimize the chance of coming into contact with the agent that causes the pandemic influenza?

1. Wash hands often. When soap and water are not available, use disposable hand wipes or gel sanitizers.
2. Cover nose and mouth with a tissue when sneezing or coughing or cough or sneeze into your sleeve. Wash hands after you cough or sneeze.
3. Avoid touching eyes, nose or mouth. A person can become ill by touching a contaminated surface and then touching their eyes, nose or mouth.
4. If you or a family member becomes sick with flulike symptoms, stay at home, get plenty of rest and contact a health care provider as needed.
5. 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.

What can you do to ensure your family is prepared?

1. Food – 2 week supply minimum
 - a. No refrigeration, preparation or cooking
 - b. Formula for infants or special nutritional needs
2. Pets
 - a. Food, medication, water
3. Water – 2 to 4 litres/person/day
 - a. Use clean plastic containers
 - b. No milk cartons or glass bottles
4. Medical
 - a. Have extra prescription and non-prescription drugs and supplies
 - b. Store health/cleaning supplies
5. Talk to your family about how they would be cared for if they get sick
6. Find out now about your child's school/daycare.

Note: you can call **HealthLink BC** at **8-1-1** 24 hours/day, seven days/week to speak to a nurse if you have more questions or if you are feeling ill.

Hand Washing Education

Washing your hands properly consists of the following steps:

1. Remove jewelry and watches from fingers and wrists.
2. Wet hands under warm running water.
3. Apply soap and rub hands together for 10 seconds to produce lather.
4. Wash all surfaces thoroughly, including wrists, palms, backs of hands, between fingers and thumbs, and under fingernails for 20 seconds.
5. Rinse hands with fingers pointing downward.
6. Dry hands with a clean or disposable towel.
7. Turn off water with the same towel used to dry your hands. Do not turn off the taps with only your hands as this will only re-contaminate them.
8. If single-use, dispose of the towel in the nearest waste basket.

Sanitizing your hands with a hand sanitizer consists of the following steps:

1. Remove jewelry and watches from your fingers and wrists
2. Apply hand sanitizer to your hands
3. Rub all surfaces thoroughly, including wrists, palms, backs of hands, between fingers.

Appendix B

Exposure Control Plan

Purpose

The district is committed to providing a safe and healthy workplace for all of our staff and students. A combination of measures will be used to minimize staff and student exposure to the H1N1 Influenza. Our work procedures will protect not only our staff, but all staff and students who enter our facilities. All staff must follow the procedures outlined in this plan in order to prevent or reduce exposure to the H1N1 Influenza.

Facts About H1N1 Influenza

Symptoms

Seasonal flu affects people to varying degrees, with symptoms including headache, fever, fatigue, sore throat, and runny nose. In some cases, secondary infections such as pneumonia may develop. Symptoms of H1N1 influenza are likely to include high fever (higher than 38°C) and a cough.

Transmission

The BC Centre for Disease Control advises that influenza is communicable for 24 hours before the onset of symptoms and 3–5 days afterward (this may be longer in some children and some adults). H1N1 influenza is spread in the same way that seasonal influenza is spread. Exposure to the virus may occur in a variety of ways, including the following:

- Shaking hands with an infected person or touching a surface contaminated with the virus, followed by touching one's eyes, nose, or mouth
- Infectious droplets (from a coughing or sneezing person) landing in the eye or onto the mucosa (moist inner surfaces) of the nose or mouth
- Breathing infectious airborne droplets or particles (from coughing, sneezing, or aerosol-generating medical procedures on infected patients)
- Sharing food items or utensils with an infected person.

Responsibilities

Administrators and Supervisors

1. Contact has been made with the Northern Health Authority to seek advice on what to communicate to parents and staff regarding the current H1N1 Influenza situation. We will keep in regular contact with the Northern Health Authority and follow any “directives” provided by the Provincial Health Officer.
2. The school district Superintendent will work closely and directly with their regional medical health officers and the Provincial Health Officer in each instance where a school closure is being considered.

Staff and Students

Influenza is caused by viruses, and is generally spread when an infected person coughs or sneezes. Here are six simple precautions:

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.

If you have an influenza-like illness, 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 an influenza-like illness.

Education and Training

Workers will receive training in the following:

1. The risk of exposure to H1N1 influenza and the signs and symptoms of the disease.
2. Safe work procedures to be followed, including hand washing and cough/sneeze etiquette.
3. Location of washing facilities, including dispensing stations for disposable hand wipes or gel sanitizers.
4. How to report an exposure to or symptoms of the H1N1 influenza.

Washing your hands often will help protect you from germs. Wash with soap and water or clean with disposable hand wipes or gel sanitizers. When you wash your hands — with soap and warm water — wash for 15 to 20 seconds. When soap and water are not available, disposable hand wipes or gel sanitizers may be used. If using gel, rub your hands until the gel is dry. The gel doesn't need water to work.

Wash your hands immediately:

- Before leaving a work area
- After handling materials that may be contaminated

- Before eating, drinking, smoking, handling contact lenses, or applying makeup.



Cough/Sneeze Etiquette

All staff and students are expected to follow cough/sneeze etiquette, which is a combination of measures that minimizes the transmission of diseases via droplet or airborne routes.

Cough/sneeze etiquette includes the following:

- Educate workers in control measures, including hand washing.
- Post signs at entry points to instruct everyone about control measures.
- Cover your mouth and nose with a sleeve or tissue when coughing or sneezing.
- Use tissues to contain secretions, and dispose of them promptly in a waste container.
- Turn your head away from others when coughing or sneezing.
- Wash hands regularly.

If Staff or Students Show Symptoms of Influenza

If staff or students are ill with influenza, they should stay home. If they develop symptoms of influenza while at school or work, they should leave the school or workplace. Schools should promptly isolate students or staff who become ill with symptoms of influenza while in school in a room/area separate from others with adequate supervision until they can 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 metres away from others. If 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. Therefore staff caring for staff or students in isolation should only use surgical masks if trained in the use of surgical masks.”

Schools will follow the protocols in place to notify parents/guardians if their child becomes ill with influenza while at school.

Children who become ill with influenza while at school will be sent home with their parent or guardian and not travel on school buses. If there is no other option and the child must ride a school bus, it is recommended that staff ensure the child sits on a seat by themselves and is able to cover their mouth and nose with a tissue.

Staff and students should only return to school or the workplace once they have recovered from influenza and no longer show symptoms. Staff should inform their manager or supervisor if they are ill with influenza.

Health Monitoring

Staff will promptly report any symptoms of the H1N1 influenza to their manager/supervisor and the first aid attendant.

Record Keeping

The district will keep records of instruction and training provided to workers regarding the H1N1 influenza, as well as reports of exposure and first aid records.

Latest Updates

Updates on the impact of the outbreak in BC are being provided regularly by the [Ministry of Healthy Living and Sport](#) and the [Ministry of Health Services](#). This information is also available on the [Ministry of Education](#) website. Please visit these websites for the most current and factual information about the H1N1 influenza outbreak.

If you have questions about the health situation in your district, you can call HealthLink BC at 8-1-1, 24 hours a day/seven days a week. Additional [information on the swine influenza outbreak](#) is also available through [HealthLinkBC.ca](#).

Annual Review

This Exposure Control Plan will be reviewed at least annually and updated as new and updated information is made available.

Exposure Control Plan Review History

Reviewer	Date of review
Cam McIntyre	October 26, 2009