



SCHOOL DISTRICT NO. 8
(Kootenay Lake)

PANDEMIC PLAN

Purpose of the Pandemic Planning:

The Ministry of Education and Health Authorities are requiring School Districts to establish a Pandemic Plan should a pandemic situation arise. This booklet outlines the key actions that School District members should take before, during and after the arrival of a pandemic.

Questions or comments regarding this plan should be addressed to:

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Larry Brown, Director of Operations
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PANDEMIC PHASE - Pandemic Plan

Risk of influenza transmission in schools can increase with crowded classrooms, closed ventilation and limited emphasis on hygienic practices. Schools may be closed depending upon the epidemiology of the pandemic strain, e.g. severity of infection, high attack rates and severe complications.

In the event of a Pandemic being declared in the Kootenays the District has prepared a plan which will assist us in preparing and responding should any of our schools or work sites be involved. It does so by clarifying the roles and responsibilities of those who would be involved in such a public health emergency – governments at all levels, public health officials and school district staff. As a practical working tool, it also provides guidelines and checklists to assist various schools with their emergency planning.

The ultimate goal of the Plan is to minimize serious illness and school closures in the event of an influenza pandemic, and also to ease any social or economic disruption that might be caused by a massive outbreak of the disease.

The Kootenay Lake School District No 8 Pandemic Plan is the product of extensive research and development and works in collaboration with the Ken Emmons, School District 23 Health and Safety Manager, Administrators, Interior Health Authority, and the Ministry Of Education.

Introduction

In the latter half of April, 2009, the World Health Organization's pandemic alert level was sequentially increased from three to five until the announcement on 11 June 2009 that the pandemic level had been raised to its highest level, level six. This was the first pandemic on this level since 1968. Dr Margaret Chan, Director-General of the World Health Organization (WHO), gave a statement on 11 June 2009 confirming that the H1N1 strain was indeed a pandemic, having nearly 30,000 confirmed cases worldwide.

The Ministry of Education has recommend that all employers balance a variety of objectives when determining how best to decrease the spread of influenza and lower the impact of influenza in the workplace. The Pandemic Plan should consider and communicate objectives, which may include reducing transmission among staff, protecting people who are at increased risk of influenza related complications from getting infected with influenza, supporting schools, and minimizing adverse effects on other entities within the district.

The CDC estimates that as many as 40% of the workforce, in a worst-case scenario, might be unable to work at the peak of the pandemic due to the need for many healthy adults to stay home and care for an ill family member and advising that individuals should have steps in place should a workplace close down or a situation arise that requires working from home.

CDC recommends that people with influenza-like illness remain at home until at least 7 days or until 24 hours after they are free of fever (100° F [37.8°C]), or signs of a fever without the use of fever-reducing medications.

Communication Network

Ministry of Education
Interior Health – MHO
The Ministry of Healthy Living and Sport - PHO

Influenza Quick Response Team

Superintendent of Schools

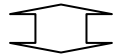
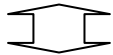
- ✓ Recieves updates from the Min. of Ed., MHO, & PHO
- ✓ Gives direction to Administrators & Senior staff
- ✓ Reviews and updates the Board of Education

Director of Instruction

- ✓ Receives updated information
- ✓ Contact person for Administrators/ staff & parents

District Health & Safety Manager

- ✓ Contact person for WorkSafeBC
- ✓ Contact person for staff regarding health & safety



Director of Instruction – Human Resources

- ✓ Reviews and updates TOC list.
- ✓ Reviews and updates support staff lists.
- ✓ Reviews and updates absenteeism lists
- ✓ Maintains a “spare Board” list of retired teachers/ Administrators.

Director of Student Services

- ✓ Reviews and updates CEA list.
- ✓ Reviews and updates students who are identified as being in the high-risk category lists.
- ✓ Works with Transportation Coord. regarding availability of SPED busses.

Director of Operations

- ✓ Assist school administrators in the closing and opening of schools.
- ✓ Reviews and updates H VAC issues.

School Administrators

- ✓ Reviews and updates current teaching staff.
- ✓ Reviews and updates superintendent regarding absenteeism – staff & students.
- ✓ Updates parents and school PAC.

District Technology Leadhand

- ✓ Assist school administrators in accessing on-line learning.
- ✓ Work in conjunction with Central School to determine which courses are available and how best to make access available to applicable teachers.

Manager of Operations

- ✓ Reviews and updates on-call list.
- ✓ Reviews and updates current custodial staff lists.
- ✓ Implements terminal clean procedures.

Transportation Coordinator

- ✓ Determines availability of buses should they be required outside of scheduled runs.
- ✓ Ensures Bus Drivers are aware of cleaning requirements should a student travel on the bus with ill symptoms.

School Closures

Upon considering that closure may be advisable, the MHO will contact the superintendent to inform that the MHO will be consulting with the PHO. Upon a decision being made that school closure is advisable, the MHO will inform the superintendent to discuss implementation, and in addition to usual internal contacts the PHO will inform the Deputy Minister of Education and other medical health officers.

Once a decision is made to close a school, the superintendent (or his designate) must ensure the decision is communicated immediately to:

- ✓ The Board of Education
- ✓ the principal of the school affected
- ✓ the Ministry of Education
- ✓ other interested parties, such as CUPE, KLTF, and KLPVPA,

Principals, in turn, must immediately convey the decision to:

- ✓ parents
- ✓ students
- ✓ community groups that make use of the school's facilities
- ✓ teachers and other school staff
- ✓ the school's Parent Advisory Council
- ✓ the School Planning Council

Media communications on the health implications will be handled by the MHO and/ or PHO and on school implications by the superintendent.

Alternate Learning Strategies

Should a school be closed due to the number of students being ill teaching and support staff may be reassigned to other schools. Should a school be closed due to the number of teachers being ill students may be sent home or reassigned to another school.

Teachers currently have the capability to communicate with students through their schools web page. In the event of a school closure current learning curriculum can be made available to most students on their schools web page. Alternatively teachers may need to communicate with their students using the telephone.

School Re-Opening

The decision to re-open a school(s) will be the responsibility of the Superintendent of Schools in consultation with the MHO and/ or PHO. Teachers, support staff, parents, and students will be notified of the decision to re-open a school in a timely fashion. Prior to a school reopening a Modified Terminal Clean (page 23) will be conducted throughout the school.

RESPONSIBILITIES

When the Pandemic is declared:

Quick Response Team

1. Contacting or receiving information from the Ministry of Education, Interior Health Authority, and Administrators.
2. Developing an icon which will be available to all staff which will contain up to date information regarding the H1N1 Influenza.
3. Updating the District's web-page and the icon under "All Staff – Influenza Information".
4. Provide updates and act as a resource to the Board of Education, Admin Council, Administrators, and supervisory staff.
5. Under the direction of the Superintendent of Schools the SD8 Emergency Response Plan will be initiated.

Director of Instruction, Human Resources

1. Cancels, as appropriate, all non-illness related TOC coverage.
2. Ensures TOC list is updated and adequate to provide coverage during a pandemic.

Administrators and Supervisors

1. Principals or supervisors should not be requesting symptom free individuals to stay home.
2. 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.
3. Likewise, staff who have concerns may apply for leave without pay if they do not wish to attend work.
4. 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.
5. Identify a room which could be utilized for isolating a confirmed case(s) of the H1N1 Influenza.
6. Move students, teachers, and staff to the identified room if they become sick at school until they can be sent home. Limit the number of staff who take care of the sick person and provide a surgical mask for the sick person to wear if they can tolerate it.
7. 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 Manager of Operations, will implement the Modified Terminal Cleaning Procedure (Best Practice M-30).
8. Well students should avoid contact with students who have influenza-like symptoms (e.g. not visit in identified isolation rooms of symptomatic students).
9. If a student develops signs of H1N1 while at school, send them home immediately.
10. In the event of a room/ school closure due to lack of students or teachers the Administrator will be directed on protocol by the Superintendent. This may involve changes to their schedule, room, or school.

Teachers

1. Staff who have concerns may apply for leave without pay if they do not wish to attend work.
2. 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.
3. The H1N1 (Swine Flu) – Updates and Resources icon on the School District No. 8 webpage will be updated as necessary.
4. In the event of a room/school closure due to lack of students/teachers will be directed on protocol by their Administrator. This may involve changes to their schedule, room, or school. One suggestion could be to find ways to increase social distances (the space between people) at school such as rotating teachers between classrooms while keeping the same group of students in one classroom, moving desks farther apart, or postponing class trips.

Students

1. 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.
2. Do not come to school if at all possible until the pandemic phase has ended, you have recovered from H1N1 or the pandemic has gone through the school.
3. Do not attend school with signs or symptoms of H1N1
4. In the event of a room/ school closure due to lack of teaching staff; students will be directed on protocol by their Principal. This may involve changes to their schedule, room, or school.

Custodians

1. Custodians will be familiar with the Best Practice M-30, Modified Terminal Cleaning, and be prepared to initiate this Practice under the direction of the Custodial Supervisor.
2. During the pandemic every effort will be made during the normal school cleaning routine to clean desks, taps, hand rails, and door knobs.
3. During the pandemic every effort will be made to ensure all soap and paper towel dispenser is filled.
4. In the event of a disruption in custodial services, due to high absenteeism, at a school, the Manager of Operations will delegate available Custodians to ensure high traffic areas are cleaned.
5. In the event that there are insufficient custodians available to complete # 3 the District will review the process of hiring an external provider during the pandemic.
6. In the event of the Manager of Operations being unavailable the above duties will be assumed by the District Operations Foreman.

Bus Drivers

1. In the event of a student, who travels to school using the District's transportation system, is confirmed as having the H1N1 Influenza, the driver shall ensure that the stair railings and seat hand holds are disinfected after each run.
2. Report confirmed cases of students with the H1N1 Influenza to either their Driver Leadhand or the Transportation Coordinator.
3. Under the direction of the Transportation Coordinator, in conjunction with information from the Superintendent, bus schedules may need to be changed to accommodate emergent H1N1

Influenza information. The Transportation Coordinator has a plan in place which can be activated to ensure busses can arrive at a school(s) within a 30 minute window.

4. The Transportation Coordinator will put a plan in place should there not be sufficient bus drivers to accommodate all current bus runs. This plan will include utilizing the spare board bus drivers. At this time the Transportation Coordinator has the capability of replacing approximately 50% of their bus drivers who may be off due to illness.

School or site-based First Aid Attendants

1. During a pandemic all medical rooms will be stocked with the appropriate personal protective equipment required for the protection of district first aid staff.
2. Will follow the protocols as laid out in their Occupational First Aid Training Program.
3. Will use personal protective equipment such as gloves and mask when treating staff or students who have been confirmed as having contracted the H1N1 Influenza.

TASKS/ STAFF RISK IDENTIFICATION

Due to the nature of the classroom setting all District staff can be at risk of contracting the H1N1 Influenza. We tend to work in a closed environment filled with a large congregation of people Those who are considered at high risk if they contract the H1N1 virus include:

- Women in their third trimester of pregnancy or four weeks postpartum during flu season
- People with underlying health conditions such as asthma, diabetes and obesity
- Young children (5 and under) appear to be at highest risk for hospitalization

Those who fall into a high-risk category should obtain an antiviral prescription from their doctors now so they have it in hand if they get H1N1 symptoms.

Source: *Ministry of Healthy Living and Sport*; www.gov.bc.ca/swineflu

To help minimize the risk of catching the H1N1 influenza the following protocols have been recommended:

- 1. Try to maintain a minimum of 6 feet (2 Metres) distance between yourself and those who you may feel have a cold or the flu.**
- 2. Wash your hands! Wash your hands! Wash your hands!**
- 3. If staff or students have been moved to the schools “isolation room” do not enter needlessly.**
- 4. If you must get close to another student or staff who is indicating signs of the H1N1 influenza wear personal protective equipment such as a mask and gloves.**

APPENDIX 1

EXPOSURE

CONTROL

PLAN

To: All District Staff

Date: September 28, 2009

**From: Larry Brown,
District Health and Safety Manager**

FILE: 09/ 10 - 002

H1N1 (HUMAN SWINE INFLUENZA) - EXPOSURE CONTROL PLAN SECOND WAVE

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. 8 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.

Contact has been made with the Interior Health Communicable Disease Center to seek advice on what to communicate to parents and staff regarding the second wave of the H1N1 Influenza. At this time, Interior Health does not have plans to issue a letter to the School District providing “directives” from the Chief Medical Officer. They may, however, at a later date if the situation warrants further action from their office.

How is 2009 H1N1 influenza transmitted?

Influenza viruses can be directly transmitted from pigs to people and from people to pigs. Human infection with flu viruses from pigs are most likely to occur when people are in close proximity to infected pigs, such as in pig barns and livestock exhibits housing pigs at fairs. Human-to-human transmission of 2009 H1N1 flu can also occur. This is thought to occur in the same way as seasonal flu occurs in people, which is mainly person-to-person transmission through coughing or sneezing of people infected with the influenza virus.

People may become infected by touching something with flu viruses on it and then touching their mouth or nose. 2009 H1N1 influenza viruses are not transmitted by food. You can not 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

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.

RESPONSIBILITIES

Influenza Steering Committee (Quick Response Team)

In recognition of a reoccurrence (2nd wave) of the H1N1 Influenza, an initial quick response team has been struck consisting of Pat Dooley, Superintendent of Schools; Andy Leathwood, Director of Instruction; and Larry Brown, Director of Operations (District Health & Safety Manager). Their responsibilities include:

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

Administrators and Supervisors

1. Principals or supervisors should not be requesting symptom free individuals to stay home.
2. 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.
3. Likewise, staff who have concerns may apply for leave without pay if they do not wish to attend work.
4. 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 to Payroll. 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.
5. 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.
6. 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 Manager of Operations, will implement the Modified Terminal Cleaning Procedure (Best Practice M-30).
7. 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. 8. 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.

Staff and Students

1. 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. 8 website Home Page (www.sd8.bc.ca) – H1N1 (Swine Flu) – Updates and Resources. Please ensure this is done with all grades.
2. Custodians will be familiar with the Best Practice M-30, Modified Terminal Cleaning, and be prepared to initiate this Practice under the direction of the Manager of Operations.

3. Staff who have concerns may apply for leave without pay if they do not wish to attend work.
4. 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.
5. The H1N1 (Swine Flu) – Updates and Resources icon on the School District No. 8 webpage will be updated as necessary.

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 [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, alcohol-based disposable hand wipes or gel sanitizers may be used. You can find them in most supermarkets and drugstores. If using gel, rub your hands until the gel is dry. The gel doesn't need water to work.

FIGHT GERMS BY WASHING YOUR HANDS!

- 1 Wet your hands
- 2 Soap
- 3 Lather and scrub - 20 sec
- 4 Rinse - 10 sec
- 5 Turn off tap
- 6 Dry your hands

DONT FORGET TO WASH:

- between your fingers
- under your nails
- the tops of your hands

APPENDIX 2

ADMINISTRATOR'S

CHECKLIST

ADMINISTRATOR'S CHECKLIST

Review of Pandemic Planning Guide and Ministry of Education Fact Sheets.

Discuss with staff alternate learning strategies.

Identify a room which may be used as an isolation room. This room does not need to be on a separate air handling system. Bear in mind the access to washrooms, sinks etc.

Identify a person who will monitor the isolation room.

Ensure up to date emergency contacts for all student parents or guardians.

Update staff contact information.

Identified a list of clubs or extracurricular activities using your school after hours.

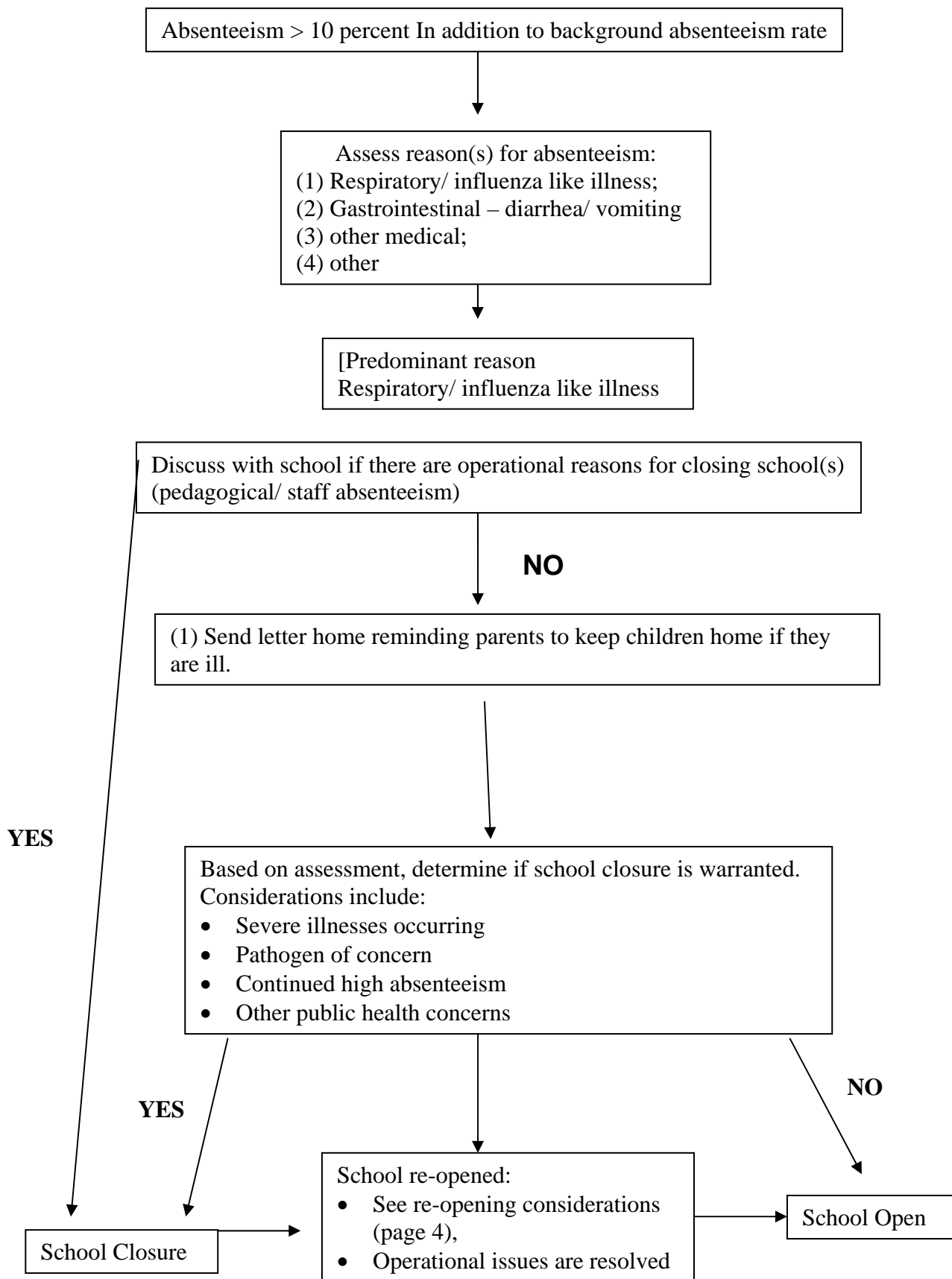
APPENDIX 3

MATRIX

SCHOOL

CLOSURE

& REOPENING



APPENDIX 4

SAMPLE

SCHOOL

DISTRICT

LETTERS

SCHEDULE “A”

SAMPLE PARENT LETTER #1 (PREVENTION LETTER)

Draft letter to help prepare parents for an influenza pandemic before the second wave arrives in the Kootenays.

Dear Parents,

This letter will help your family prepare for the influenza pandemic that could make many people sick. At this time Public health officials are worried the H1N1 Influenza virus will arrive again this Fall and if so, it could infect people and spread easily and quickly from person-to-person. The H1N1 influenza is now considered a worldwide influenza outbreak, called a pandemic.

The Interior Health Authority would like people to protect themselves against the influenza pandemic. Here are some ways to protect your family:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- Teach your children to stay at least three feet away from people who are sick.
- People who are sick should stay home from work or school and avoid other people until they are better.

If you have questions, please contact your healthcare provider. You can get more information from the Interior Health Authority. Visit online at <http://www.interiorhealth.ca/H1N1.aspx> **The Ministry of Healthy Living and Sport contains valuable up to date information and can be found on their web site at:** <http://www.fightflu.ca/>.

SCHEDULE “B”

SAMPLE PARENT LETTER #2

(INITIAL INFLUENZA PANDEMIC OUTBREAK)

Draft letter to let parents know schools are open

Dear Parents,

This letter will give you information about the influenza outbreak in British Columbia. Every year, some people get sick with the influenza during the fall and winter months. This year, there is a new influenza virus that is making people in British Columbia sick. Some students and teachers in our school are sick with the influenza. We hope they will all get better quickly.

At this time, the Interior Health Authority tells us students who are not ill can safely come to school. The schools will remain open. We will keep you updated with any important information. **To keep the influenza from spreading to more people, we ask you to keep sick children home. Any children who are sick in school will be sent home.**

Here are some ways to stop the spread of germs and sickness:

- Keep children who are sick at home. Don't send them to school.
- Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow. Be sure to set a good example by doing this yourself.
- People who are sick should stay home from work or school and stay away from other people until they are better.
- Stay away from shopping malls or other places where there are large groups of people.

If you have questions, please contact your healthcare provider. You can call the school (INSERT TELEPHONE NUMBER). You can get more information from the Interior Health Authority. Visit online at <http://www.interiorhealth.ca/H1N1.aspx> or 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..

If the influenza pandemic continues to spread and more students become ill, schools may close for a few days or weeks. The purpose of closing schools will be to keep children from getting sick. If schools are closed, children should stay at home. We suggest you begin planning now for childcare in your home.

SCHEDULE “C”

SAMPLE PARENT LETTER #3 (School Closure)

Draft letter to inform parents schools are closed

Dear Parents,

School District No 8 has been ordered to close all schools within its jurisdiction. This order is because of the influenza pandemic situation in the Kootenays. All schools are immediately closed until further notice and children should stay home.

Schools may be closed for days or even weeks to reduce contact among children and stop the spread of the influenza. As soon as we learn when we can reopen the school, we will let you know. We appreciate that many students and their families are sick. We understand this is a difficult time for our community and we wish those who are ill a speedy recovery.

Because the influenza is easily spread from person-to-person, it is not safe for large groups of people to gather. During this time, both children and adults should stay away from other people and groups as much as possible. They should not gather in other locations such as shopping malls, movie theatres or community centres.

For more information, call your healthcare provider or visit Interior Health Authority website at <http://www.interiorhealth.ca/H1N1.aspx> or call your child’s school (xxx) xxx-xxxx. There will also be updates on school closures and re-openings posted on the SD8 website <http://www.sd8.bc.ca>.

Again, we will contact you as soon as we have information about when school can reopen.

SCHEDULE “D”

SAMPLE PARENT LETTER #4 (School Re-Opens)

Draft letter to inform parents schools are re-opened.

Dear Parents,

The Interior Health Authority officials have declared the influenza pandemic is under control. Our school will open again on _____ (ADD DATE). At this time, students may safely return to class.

Even though school is opening, there are still some people who are sick from the influenza virus. Health officials say that influenza pandemic outbreaks sometimes happen in waves. This means more people could become sick soon again. If more people get sick, schools may need to close again. If this were to be the case, we would communicate with you.

Because the influenza can still be spread from person-to-person, please keep children who are sick at home. Don't send them to school.

We are looking forward to seeing your children again on _____ (ADD DATE) at the regular start time at school.

SCHEDULE “E”

SAMPLE KEY MESSAGES FOR SCHOOL OFFICIALS (SCHOOL CLOSURES)

Schools have been ordered closed in the XXXXXXXX, British Columbia, effective _____ as a result of the influenza pandemic outbreak in our county.

Schools may be closed for an extended period of time (for example, up to ___ weeks).

We know this is a difficult time for our community and our hearts go out to those who are ill. We are working closely with health officials to deal with the situation and will keep parents updated with any important information.

Because influenza pandemic is easily spread from person-to-person, it is unsafe for large groups of people to gather and children should stay home. The purpose of closing schools is to decrease contact among staff and children in order to decrease their risk of getting sick and to limit the spread of infection.

During this time, children and adults should stay away from other people and groups, as much as possible. Health officials also advise people should not gather in other locations such as homes, shopping malls, movie theatres or community centres. Parents can help protect their children and prevent the spread of influenza pandemic as they would colds and other influenza by taking the following precautions:

- Teach your children to wash hands frequently with soap and water for 20 seconds. Be sure to set a good example by doing this yourself.
- Teach your children to cover coughs and sneezes with tissues or by coughing into the inside of the elbow.
- Teach your children to stay at least three feet from people who are sick and stay home from work or school if you are sick.

Recommendations may change during the course of the influenza pandemic. We will make public announcements through the media. Parent can also visit the SD8 website (<http://www.sd8.bc.ca>) for updates or call the School District’s hotline at (INSERT NUMBER)

For more information on influenza pandemic and prevention, visit the website of the Interior Health Authority at <http://www.interiorhealth.ca/H1N1.aspx> or 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..

APPENDIX 5

BEST

PRACTICE

MODIFIED

TERMINAL

CLEAN



OPERATIONS BEST PRACTICE

Best Practice Number: M-30

Date: January 24, 2006

Modified Terminal 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
 -Percept *General Virucidal Disinfectant Cleaner*
 -Wet mop, mop bucket and wringer

Hand hygiene is **strongly** urged, which would include thorough washing of hands after cleaning. See work procedure for hand washing # 0034.

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 center of the room. (If working with partner(s) good communication is essential.)

Using your green micro fibre cloths and percept solution, liberally wash down all touchable surfaces, paying particular attention to commonly utilized items such as door knobs, light switches, pencil sharpeners, desktops and such.

Other areas not to be missed are as follows:

Loose books (books in shelf units, spine only.), pencils, pens, crayons, markers etc, chairs, desk and chair legs (Include teachers desk and chair also).

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 near-by exit doors and water fountains).

Change the percept solution in the bucket and use a fresh micro fibre cloth every 15 min of active cleaning time.

The floor should be dust mopped and then wet mopped with percept solution.

The used dust mop should be bagged separately and tagged to be laundered appropriately.

The used micro fibre cloths 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)

If there is no percept dispenser on site, mixing ratios are as such **(Important: Do not vary)**.

Disinfect items, equipment & hard surfaces coming in contact with intact skin, such as the desktops, tabletops etc.

Dilute at 1:16 (60 ml to 1 liter of water).

Apply to surface with cloth. Ensure surface remains wet for 5 minutes .

Cleaning and disinfecting surfaces of blood and body fluids: **gloves should be worn.**

Remove excess blood and fluid with absorbent materials (paper towel).

Bag and discard soiled paper towel separately.

Personal protection: disposable latex or vinyl gloves, face masks, or eye coverings as appropriate, **must be worn during all cleaning of body fluids, and blood .**

Disposal of infectious material: products contaminated with blood or body fluids should be bagged separately and disposed of.

Special instructions for cleaning and decontamination of HIV (human immunodeficiency virus) on objects and surfaces soiled with blood/body fluids.

This product is intended for use against HIV only in those settings where the virus would be expected to be encountered, such as settings where contamination by blood or body fluids is likely.

Solutions, mop-heads and cloths used to clean a room must not be taken into any another 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 cloths and dry mop head should go.

Clean and rinse your equipment and return to the custodial closet.

Discard your gloves and wash your hands well.

Created by: Dave Gibson