

# PRAIRIE SPIRIT SCHOOL DIVISION



# PANDEMIC PLAN

## **IMPORTANT**

A decision to publicly activate the Pandemic Plan will be made by the Superintendent's Department in consultation with the appropriate Federal, Provincial, and Regional agencies. Until such time, the checklists are to be used only for internal planning. In the meantime, it is appropriate to advise students and their families as to proper preventative measures regarding influenza. The memos contained within this document are to be publicly released only upon being instructed to do so by the Superintendent's Department.

Checklists are intended as guidelines only. School administrators may see fit to add to them as needed. It should be noted, however, that the checklists reflect many "just in case" scenarios. If followed, they will provide a sound basis for planning. Items within the checklists are in no particular order of importance.

## **Preparing for a Pandemic - Parents**

In response to recent news reports of a possible Pandemic Influenza occurrence, the Prairie Spirit School Division feels it is appropriate to advise parents that schools within the Division will continue to operate as normally as possible in order to lessen potential disruption to society at large.

School will remind students and staff to take precautions to improve general hygiene in order to prevent becoming infected and from spreading infection to others. At the same time we would also advise parents to take steps at home to limit the spreading of infection.

These include:

- Washing your hands often and teaching others to do the same
- Keeping your hands away from your mouth, nose, and eyes
- Not sharing eating utensils or drinks, or school supplies such as pencils, rulers or musical instruments with mouthpieces
- Covering your cough or coughing into your elbow
- Staying home if you are sick

Parents can access further information online by consulting the document entitled "Preparing for Pandemic Influenza in Manitoba." This document can be found online at: [www.gov.mb.ca/health/publichealth/cmoh/docs/ppim/pdf](http://www.gov.mb.ca/health/publichealth/cmoh/docs/ppim/pdf).

***School Contact Information: Schools can provide information in this space regarding web sites and email addresses for accessing homework or home study materials as well as phone numbers, fax numbers, contact names, hours of operation, or other information as appropriate.***

## **Preparing for a Pandemic - Schools**

Schools can implement effective health practices and inform parents and others how to do so. Schools can lessen potential societal disruption by continuing their operation as smoothly, and as normally as possible (if community members feel confident in sending their children to school, they will be able to carry on with their own work).

### **Impact on Schools**

- Employee absenteeism
- Student absenteeism
- Interruption of services and supplies and a reduction of outside supports
- Potential school closures
- Financial losses or incremental costs
- Potential spread of infection at school
- Staff and students becoming ill at school

The working expectation is that schools will continue to operate and provide an environment that is as safe as possible during a pandemic.

Decisions about school closures will remain a local responsibility as much as possible.

### **Preventative Steps**

- Washing your hands often and teaching others to do the same
- Keeping your hands away from your mouth, nose, and eyes
- Not sharing eating utensils or drinks, or school supplies such as pencils or rulers, or musical instruments with mouthpieces
- Covering your cough
- Getting a vaccine (when available)
- Staying home if you are sick

Further information can be accessed from the document entitled "Pandemic Influenza Preparedness Guidelines for Manitoba School Divisions and Schools (K-12).

This document is available online at:

[www.gov.mb.ca/health/documents/pandemic\\_school.pdf](http://www.gov.mb.ca/health/documents/pandemic_school.pdf).

## **PRAIRIE SPIRIT SCHOOL DIVISION** **PANDEMIC PLANNING CHECKLIST**

### ***DIVISION***

- Inventory lists of current available substitute teachers and retired teachers.
- Inventory lists of current students and staff.
- Confirm list of interchangeable staff with similar duties as per the following people:
  - Group 1: Superintendent/Asst. Superintendent/Educational Support Services
  - Group 2: Executive Assistants
  - Group 3: Payroll Department/Accounting Department
  - Group 4: Secretary Treasurer
  - Group 5: Transportation and Maintenance Director
  - Group 6: Technology Coordinator
- Notify local Public Health office of any reported influenza cases.
- Notify MECY of outbreak or reported cases. (Education Admin. Services 204-945-6899)
- Instruct the following groups to institute their plans/checklists:
  1. Operations
  2. School Administrators
  3. Student Services
- Institute Media contact provisions from Emergency Preparedness Plan.
- Senior Admin. to meet with Technology Coordinator. Update on current state of communications technology at all sites. Inventory outside service providers who may assist in trouble shooting. If possible, attempt to accelerate the resolution of any current issues affecting I.T.
- As soon as reasonably possible, provide a report to the Board of Trustees on the current state of planning for the school division.
- Liaise with outside agencies (Town/Village, R.M., Province, R.H.A.) as to the current state of planning for the school division.

## **PRAIRIE SPIRIT SCHOOL DIVISION** **PANDEMIC PLANNING CHECKLIST**

### ***OPERATIONS***

- Inventory list of current available spare bus drivers.
- Inventory list of current available spare cleaners.
- Inventory list of current and past employees who are qualified to operate school boiler systems.
- Determine current level of critical and non-critical supplies such as fuel, cleaning supplies, etc. Note and address any levels that could be of concern if the pandemic situation continues for an indeterminate period of time.
- Assign maintenance staff to inspect and address issues at the schools that could result in the failure of the following systems:
  1. Heating
  2. Water
  3. Electrical
  4. Air Exchange
  5. Transportation
- Confirm lists of interchangeable staff as per the following categories:
  1. Essential Maintenance -Heating, Plumbing, Electrical
  2. Cleaning
  3. Transportation
  4. Clerical/Supplies
  5. Management/Coordination
- As soon as reasonably possible, provide a written report to the Superintendent's Dept. as to the current state of planning at the Operations Department.
- Ensure that all school administrators and central office staff have current lists of applicable security codes and keys for division buildings under their supervision.

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**PANDEMIC PLANNING**

***STUDENT SERVICES***

- Inventory list of staff trained to perform specialized procedures in each school.
- Follow the recommendations in current Health Care Plans.
- Review current transportation plans for students with mobility problems. Liaise with Operations. Dept. and parents to address alternatives should qualified special needs bus drivers not be available.
- Student Services team meet to arrange a plan for the schools affected.
- As soon as is reasonably possible, provide a written summary to the Superintendent's Dept. as to the current status of planning for Student Services.
- Student Services team collaborate with school team regarding the delivery of programs and school materials should students be restricted to their homes.

**PRAIRIE SPIRIT SCHOOL DIVISION**  
**PANDEMIC PLANNING**

***SCHOOL ADMINISTRATORS***

- Send memo to parents/guardians entitled “Preparing for a Pandemic -Parents.”
- Inventory lists of current staff with interchangeable skills according to the following groupings:
  - Teaching staff
  - Operations/Maintenance/Cleaning
  - Clerical & Secretarial
  - Educational Assistants
  - Student Services
  - Administration
- Consult with Student Services Coordinator, regarding students with special learning and/or medical needs.
- Maintain current pandemic information on school web sites and have current email addresses for the purposes of continued communication with staff and parents.
- Ensure students are receiving regular briefings regarding preventative measures.
- Distribute memo to staff entitled “Preparing for a Pandemic - Schools.”
- Contact R.H.A. (local Public Health Nurse) regarding a list of major symptoms as per the illness of concern. Attach this list of symptoms to the above mentioned memo.
- As soon as is reasonably possible, provide a written summary to the Superintendent’s Dept. as to the current status of planning for your school.
- Inventory lists of possible community based volunteers who may be able to assist in the continued provision of school services.
- Teachers create home study materials (module) available for students of differing grade and skill levels.