



Infectious Disease Emergency Response Plan

“Heal me, O Lord, and I shall be healed; save me, and I shall be saved, for you are my praise.”

Jeremiah 17:14

March 2020

Contents

Introduction.....	3
Section I ~ Legislation.....	3
Section II ~ World Health Organization Phases of Pandemic Alert.....	7
Section III ~ HCDSB Three-Level Approach.....	9
Section IV ~ Essential Services/Business Continuity.....	13
Section V ~ Resources.....	18
Appendix A ~ Prayer	19
Appendix B ~ Individual School/Department Preparation Checklist	20
Appendix C ~ Departmental Business Continuity Preparation Workbook.....	22

Introduction

The goal of this plan is to ensure clear communication and effective problemsolving working with the Halton Region Public Health and HCDSB stakeholders in a coordinated response to issues as they arise, while keeping the dignity of the human being at the centre of our actions and support. This could be a Pandemic or other infectious disease event.

The Halton Region Public Health will employ the following key public education activities prior to and during an infectious disease event:

- Develop and communicate key messages
- Develop and distribute educational materials (e.g., fact sheets, pamphlets)
- Promote infection prevention and control practices (website, signs, media announcements)
- Implement Halton Region Public Health containment strategies (websites, signs, media announcements) such as isolation protocols, restriction/cancellation of social gatherings and community events, closure of public facilities and other places of assembly, closure of schools and child care facilities
- Organize mass immunization clinics and alternate assessment/treatment centers as needed.

This plan is designed to decrease exposure to illnesses through proactive measures and lays out a recommended response to most emergencies with the common goal of:

- The protection of students and staff;
- The coordination of essential school business operations based on risk management principles;
- The preparation for the closure of school operations (in the event this is required) and eventual school re-opening; and
- The potential use of school facilities by community partners

This plan will be updated and/or revised as new information becomes available and planning evolves to address the unique needs that may arise

Basic foundations of infection control in school settings should always be approached in an equitable and compassionate way which promotes the well-being of all.

Definitions:

Pandemic - The World Health Organization defines a pandemic as “the worldwide spread of a new disease. An influenza pandemic occurs when a new influenza virus emerges and spreads around the world, and most people do not have immunity. Viruses that have caused past pandemics typically originated from animal influenza viruses.” (www.who.int February 24, 2010)

For more information see

https://www.who.int/csr/disease/swineflu/frequently_asked_questions/pandemic/en/

Infectious disease event - An increased risk of communicable disease spread involving the need for specialized mitigation, planning, and response interventions to prevent and control the spread of disease.

Section I ~ Legislation

Local public health authorities are responsible for coordinating the emergency response for infectious diseases including influenza pandemic planning for the health sector in their jurisdictions, with direction from the provincial and federal governments.

A Medical Officer of Health (provincial or country) has the authority under Section 22 of the Health Protection and Promotion Act, R.S.O. 1990, to issue an order to control communicable diseases if they

are of the opinion upon reasonable and probable grounds that a communicable disease exists, may exist or that there is an immediate risk of an outbreak.

The Medical Officer of Health determines the actions needed to be taken to protect the population from a communicable disease. These could include an order requiring an individual to isolate themselves, to place themselves under the care and treatment of a physician, or to submit to an examination by a physician.

The Personal Health Information Protection Act, 2004 (PHIPA) regulates the collection, use and disclosure of personal health information. The Act also specifies that during certain circumstances, consent to collect this information is not required. During a pandemic, HCDSB may request information that will assist health experts in determining the extent of the illness. This may include student/staff absence details and contact information to assist in investigations. The investigation may include illness details to monitor disease spread, evaluate prevention and disease measures, and determine further actions.

Health Protection and Promotion Act, 1990

Order to provide information

77.6 (1) Subject to subsections (2) and (3), if the Chief Medical Officer of Health is of the opinion, based on reasonable and probable grounds, that there exists an immediate and serious risk to the health of persons anywhere in Ontario, he or she may issue an order directing any health information custodian indicated in the order to supply the Chief Medical Officer of Health or his or her delegate with any information provided for in the order, including personal health information. 2009, c. 33, Sched. 18, s. 12 (6).

Restriction

(2) The Chief Medical Officer of Health may only make an order under subsection (1) if he or she is of the opinion, based on reasonable and probable grounds, that the information is necessary to investigate, eliminate or reduce the immediate and serious risk to the health of any persons, and the information supplied must be no more than is reasonably necessary to prevent, eliminate or reduce the risk to the health of persons anywhere in Ontario. 2009, c. 33, Sched. 18, s. 12 (6).

Further restriction

(3) The Chief Medical Officer of Health may use or disclose the information provided to him or her under subsection (1) only for the purpose of investigating, eliminating or reducing the risk to the health of persons anywhere in Ontario and for no other purpose. 2009, c. 33, Sched. 18, s. 12 (6).

Restriction on recipient

(4) Any person to whom the Chief Medical Officer of Health discloses the information pursuant to subsection (3) may use or disclose that information only for the purpose of investigating, eliminating or reducing the risk to the health of persons anywhere in Ontario and for no other purpose. 2009, c. 33, Sched. 18, s. 12 (6).

Prevail over other provisions

(5) Subsections (3) and (4) prevail despite anything in,

(a) the *Freedom of Information and Protection of Privacy Act*;

(b) the *Municipal Freedom of Information and Protection of Privacy Act*; and

(c) the *Personal Health Information Protection Act, 2004*. 2009, c. 33, Sched. 18, s. 12 (6).

Comply with order

(6) A health information custodian that is served with an order under subsection (1) shall comply with the order within the time and in the manner provided for in the order. 2009, c. 33, Sched. 18, s. 12 (6).

Personal Health Information Protection Act, 2004

Use and disclosure of personal health information

31 (1) A health information custodian that collects personal health information in contravention of this Act shall not use it or disclose it unless required by law to do so. 2004, c. 3, Sched. A, s. 31 (1).

Occupational Health and Safety Act

Duties of Employers

Section 25 (2) without limiting the strict duty imposed by subsection (1), an employer shall, (h) take every precaution reasonable in the circumstances for the protection of a worker;

Refusal to work

Under the Occupational Health and Safety Act (OHSA), employees can refuse to work if they believe that a condition of the workplace “is likely to endanger” their health or safety.”

Employers faced with an infectious disease related work refusal must comply with the OHSA work refusal procedures (OHSA Section 43)

Note: Teachers have a limited right to refuse unsafe work.

In the event of a work refusal, an employer has an obligation to place the refusing employee in an area where he or she is safe, and perform an investigation into the reason for the work refusal. This investigation must include the worker rep of the Joint Health and Safety committee JHSC. If it is determined that no objective risk exists but the refusing employee maintains his or her refusal, the Ministry of Labour would be contacted to investigate.

Workplace Safety and Insurance Act (WSIA - Ontario)

The Act provides compensation for “personal injury or illness arising out of and in the course of employment” and provides compensation where “a worker suffers from and is impaired by an occupational disease that occurs due to the nature of one or more employments in which the worker was engaged.” With respect to an infectious disease in the workplace, entitlement would likely be decided on a case by case basis.

Leave Entitlements

In the event an employee or family member is ill the employee is encouraged to consult with Human Resources Services with regards to the leave entitlements under the collective agreement and/or Employment Standards Act: this will be dealt with on a case by case basis.

All employee absences must be reported unless schools are declared closed.

Human Rights Legislation

Under provincial human rights legislation (Ontario Human Rights Code), employers have a duty to accommodate employees with infectious diseases or those who have been exposed to same. The level of accommodation will depend on the circumstances.

In accordance with HCDSB’s Equity and Inclusive Education Policy and the Ontario Human Rights Code, the board recognizes that any form of social or cultural discrimination is incompatible with Catholic principles. The board is committed to providing pandemic planning with an inclusion lens that respects the dignity of every human being.

Self-Isolation (Quarantine)

Halton Region Public Health will provide directive on self-isolation and quarantine depending on the circumstances for anyone in the region.

The Halton Catholic District School Board (HCDSB) can request that employees isolate themselves if the employee falls under the Ministry of Health and Long-Term Care directives as to who should be in self-isolation. If the employee refuses or returns to the workplace when they should be in self-isolation, the employer must tell the employee to leave the workplace immediately. The Board will then contact the local Medical Officer of Health to report. Under Section 22 of the Ontario Health Promotion and Protection Act, when risk to the community is deemed to be greater than an individual's rights, the Medical Officer of Health may, by written order, require a person to conduct themselves in a manner as not to expose another person to infection. This could include an order for self-isolation or quarantine.

If an employee of the Board is in self-isolation or quarantine, the Board will confirm with the local Medical Officer of Health and determine if there is any risk to other employees, students or community members. At that point the Board will decide on the necessary communication it will provide. Any decision to communicate this information will take into consideration the employee's right to privacy, where possible.

Can an employee impose self-isolation or quarantine?

If the Ministry of Health has issued directives for self-isolation or quarantine around a particular infectious disease and an employee reasonably believes they meet those directives, they can legitimately self-isolate or quarantine themselves. The Board has the right to ask the employee for written documentation from a physician or Halton Region Public Health official confirming the information. This decision will be made on a case by case basis, in writing under the direction of Human Resource Services.

When an employee of the Board is quarantined but not afflicted with a communicable disease and is prevented from attending to duties, the employee shall not be subject to salary or sick leave deductions (see collective agreement).

The HCDSB requires that its employees record and report their absences in accordance with Board policy and their respective collective agreement.

School Closures

The decision to close schools will be made by the Director of Education, or designate, in consultation with Halton Region Public Health authorities. The decision will be made based on the best available evidence to the extent possible.

See HCDSB Administrative Procedure No. VI-47 – Inclement Weather-Transportation Cancellations and Emergency School Closures

Duty of school Principal to report disease

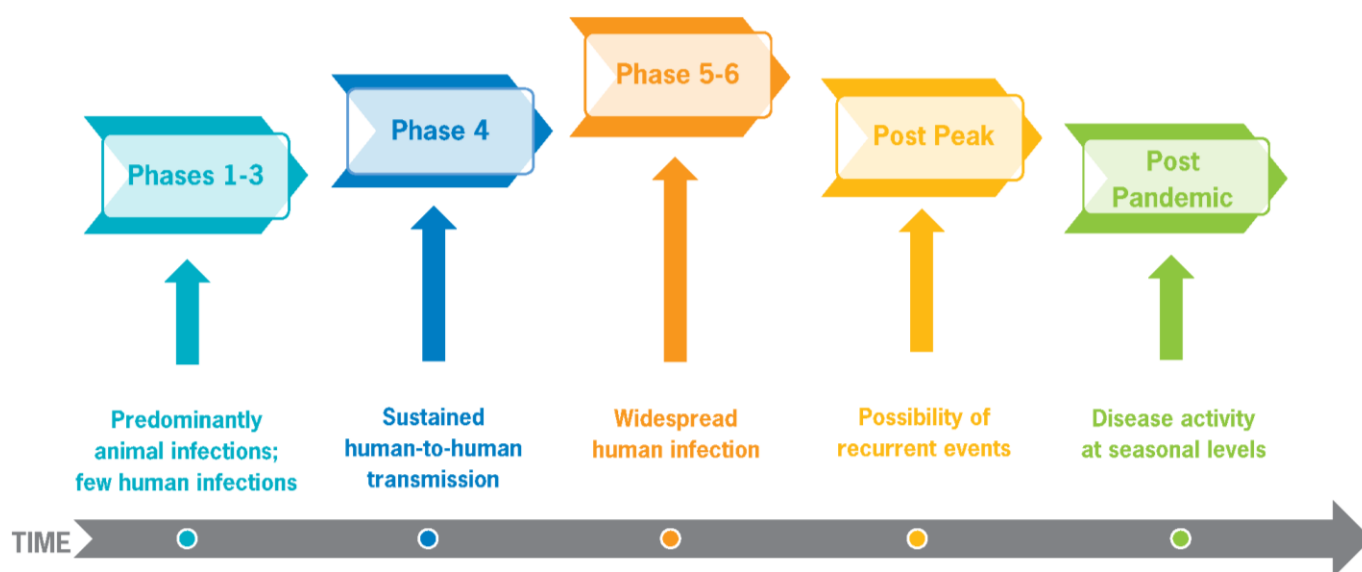
28 The Principal of a school who is of the opinion that a pupil in the school has or may have a communicable disease shall, as soon as possible after forming the opinion, report thereon to the medical officer of health of the health unit in which the school is located. [Health Protection Promotion Act R.S.O. 1990, c. H.7, s. 28.]

For more information and a list of reportable diseases see <https://www.halton.ca/For-Residents/Immunizations-Preventable-Disease/Diseases-Infections/Reportable-Diseases>

Section II ~ World Health Organization Phases of Pandemic Alert

The Halton Catholic District School Board recognizes that the World Health Organization (WHO) phases of pandemic are a high level overview of the global situation and global risk, and this does not represent the situation in each country. We have included the following information on the WHO Phases of Pandemic Alert for information:

Pandemic Influenza Phases



“The World Health Organization (WHO) is a global organization that supports the health of all people “regardless of race, religion, political belief, economic or social condition.” They are instrumental in guiding local responses and planning for an influenza pandemic.

The WHO has identified the phases of a pandemic. Canada and Ontario have developed their planning around the WHO Phases to guide contingency planning and to define the roles and responsibilities of the various levels of government. Although a ‘phase specific approach’ is warranted during a pandemic, there are limitations to this approach based on severity of illness.

Phase 1

In nature, influenza viruses circulate continuously among animals, especially birds. Even though such viruses might theoretically develop into pandemic viruses, in Phase 1, no viruses circulating among animals have been reported to cause infections in humans.

Phase 2

In Phase 2 an animal influenza virus circulating among domesticated or wild animals is known to have caused infection in humans and is therefore considered a potential pandemic threat.

Phase 3

In Phase 3, an animal or human-animal influenza reassortant virus has caused sporadic cases or small clusters of disease in people but has not resulted in human-to-human transmission sufficient to sustain community-level outbreaks. Limited human-to-human transmission may occur under some circumstances, for example, when there is close contact between an infected person and an unprotected caregiver. However, limited transmission under such restricted circumstances does not indicate that the virus has gained the level of transmissibility among humans necessary to cause a pandemic.

Phase 4

Phase 4 is characterized by verified human-to-human transmission of an animal or human-animal influenza reassortant virus able to cause “community-level outbreaks.” The ability to cause sustained disease outbreaks in a community marks a significant upwards shift in the risk for a pandemic. Any country that suspects or has verified such an event should urgently consult with WHO so that the situation can be jointly assessed and a decision made by the affected country if implementation of a rapid pandemic containment operation is warranted. Phase 4 indicates a significant increase in risk of a pandemic but does not necessarily mean that a pandemic is a forgone conclusion.

Phase 5

Phase 5 is characterized by human-to-human spread of the virus into at least two countries in one WHO region. While most countries will not be affected at this stage, the declaration of Phase 5 is a strong signal that a pandemic is imminent and that the time to finalize the organization, communication, and implementation of the planned mitigation measures is short.

Phase 6

Phase 6, the pandemic phase, is characterized by community level outbreaks in at least one other country in a different WHO region in addition to the criteria defined in Phase 5. Designation of this phase will indicate that a global pandemic is under way.

During the post-peak period, pandemic disease levels in most countries with adequate surveillance will have dropped below peak observed levels. The post-peak period signifies that pandemic activity appears to be decreasing; however, it is uncertain if additional waves will occur and countries will need to be prepared for a second wave.

Previous pandemics have been characterized by waves of activity spread over months. Once the level of disease activity drops, a critical communications task will be to balance this information with the possibility of another wave. Pandemic waves can be separated by months and an immediate “at-ease” signal may be premature.

In the post-pandemic period, influenza disease activity will have returned to levels normally seen for seasonal influenza. It is expected that the pandemic virus will behave as a seasonal influenza A virus. At this stage, it is important to maintain surveillance and update pandemic preparedness and response plans accordingly. An intensive phase of recovery and evaluation may be required.”

[resource: <https://www.who.int>]

Section III ~ HCDSB Three-Level Approach

HCDSB has taken a 'Three Level' approach on the WHO's identified levels of risk. This plan is a 'fluid' document and is updated as a situation develops, and as new information becomes available.

HCDSB is committed to being alert and prepared to address infection control issues. Detailed actions have been designated for each level and will be executed based on direction from the local health unit and the pre-determined level action items.

Level and Risk Rating	HCDSB Action Summary
Level 1: Low Risk Prevention of occurrence	Follow normal standards and frequency of cleaning with regular normal cleaning products. Educate both staff, students and families on proper hygiene practices such as hand washing, covering your cough and staying at home when ill
Level 2: Medium Risk Prevention of spread Highly contagious pathogen in the community area	Increase reminders for both staff, students and families on proper hand washing, covering your cough and staying at home when ill. Moderately increase the frequency of cleaning all areas using the appropriate cleaner. Deploy alcohol-based hand rubs in high-traffic areas or in facilities where handwashing sinks are unavailable.
Level 3: High Risk Prevention of Spread Highly contagious pathogen (or suspected) in the facility/location	Monitor facility/location absenteeism rates for both staff and students. Increase the frequency of reminders about proper handwashing, covering your mouth and staying home when ill. Increased vigilance in identifying students and staff who are ill throughout the day and sending them home Increase cleaning standards and frequency of cleaning using the appropriate disinfectants. Deploy additional handwashing stations and/or alcohol-based hand rub stations, where appropriate.

Actions to Consider

Level 1 Low Risk - Prevention of Occurrence

Facility/Location Procedures

- Follow normal standards and frequency of cleaning with regular normal cleaning products.

Communication Procedures

- After consulting with Halton Region Public Health authorities to gain reassurance that there is no imminent health concern in our communities, the Board will communicate to reassure staff, parents and other stakeholders of our commitment to the health and safety of our students and staff.
- Educate both staff and students on proper hygiene practices such as proper hand washing, covering your cough, and staying home when ill. Use website to provide factsheets.
- Communicate with stakeholders as necessary.

Level 2 Medium Risk - Prevention of Spread (Community)

Facility/Location Procedures

- Moderately increase the frequency of cleaning all areas using appropriate cleaner and method. Facility Management Services will send out a reminder Standard Operating Procedure (SOP) for appropriate cleaner and methods.
- Deploy alcohol-based hand rubs in high-traffic areas, or in facilities where handwashing sinks are unavailable.

Communication Procedures

- The Board will continue to consult with Halton Region Public Health authorities to gain reassurance that there is no imminent health concern in our communities.
- The Board will continue to communicate to reassure staff, parents and other stakeholders of our commitment to the health and safety of our students and staff.
- Increase reminders to both staff and students on proper hygiene practices such as proper handwashing, covering your cough and staying home when ill. Use website to provide factsheets.
- Emphasize awareness of the services that have been identified as essential and those that would be curtailed.
- Provide scripts and handouts for administrators to use in conducting meetings of all full-time and part-time permanent and casual staff, so they can deliver the same consistent messages to all staff at their location.
- Superintendents and Managers will communicate information about how their department will operate.
- All communication will emphasize the message that the Board expects staff to come to work if they are well unless Halton Region Public Health authorities, or the Board, close their facility/location. The Board will provide staff with direction about how to find out if their facility/location or worksite is open or closed (i.e., link on home page www.hcdsb.org, email, media, etc.).
- Update the Board website to provide most current information.
- Share information accordingly if HCDSB will go into Level 3 High Risk mode if there is a confirmed large infectious disease event, or pandemic.

Level 3 High Risk - Prevention of Spread (Facility/Location)

It is HCDSB's intent to continue to conduct affairs in accordance with existing operational policies and administrative procedures; however, once a pandemic, or other infectious disease event, is declared in Ontario there may be some operational modifications that will be required, based on direction from the Director/designate in consultation with the Halton Region Public Health.

- Provide staff and student absenteeism reports as required/requested.
- Direct media to Strategic Communication Services. Facilities/locations will be off-limits to all media.
- The Director/designate shall be consulted in all cases where an emergency decision must be made.
- The Director/designate will be the main contact between the employee group representatives. Each employee group representative will receive updates. All major questions/concerns will be posed through the employee group representative to the Director/designate.

Facility/Location Procedures:

Increased Cleaning Standard:

The following procedures are in place to help prevent the spread of all communicable diseases:

- The recommended anti-viral cleaner, in combination with a microfibre cloth, is an effective viricidal agent to be used in your daily cleaning and disinfecting routine. Follow instructions of recommended cleaner. Facility Management Services will send out a Standard Operating Procedure (SOP) for cleaning routine
- Clean and disinfect daily all door handles, panic bars, drinking fountains, sinks, faucets, telephones, handrails, washroom fixtures, desks, light switches, vending machines and all other touch points.
- Disinfect all food preparation area flat surfaces on a daily basis including microwaves and touch points.
- Increase daytime washroom patrol to replenish hand soap.
- Pay particular attention to pre and post recess times.
- Address accidental release of body fluids immediately to school Principal.
- Change bucket water more frequently.
- Remember to wear gloves and other personal protective equipment PPE, as required.
- Evening electrostatic disinfection to occur where appropriate.

Other:

The following measures may be taken once a Level 3 Risk Rating is reached in a facility/location. If a temporary facility/location closure is required, it will be at the call of the Director/designate. Modifications may vary by location, depending on gathered data from the facility/location.

- After Hours School Permits - Existing/new permits for school facility use will be cancelled/not issued at any closed school.
- Before and After School Care - Before and After School Care programs will be cancelled at any closed school.
- Board Meetings - Board meetings be held as scheduled and more frequently, if necessary, and may be held electronically.
- Computer Support - Computer support will continue to operate provided sufficient staff is available. Items related to pandemic alert communications will be given the highest priority.
- Co-op Placements - Co-op placements will be cancelled at any closed facility/location.
- Courier - The courier will operate as usual.
- Custodial Services - Frequency of services may be altered due to staffing levels and to focus on infection control.
- Extracurricular Activities - Extracurricular activities may be cancelled.
- Field Trips/Excursions - There may be a moratorium on field trips/excursions. As always, travel advisories will be considered when dealing with Extended and International) trips.
- Food Programs - School-based food programs may be cancelled.
- Garbage Collection - If possible, the normal process for garbage collection will be maintained.

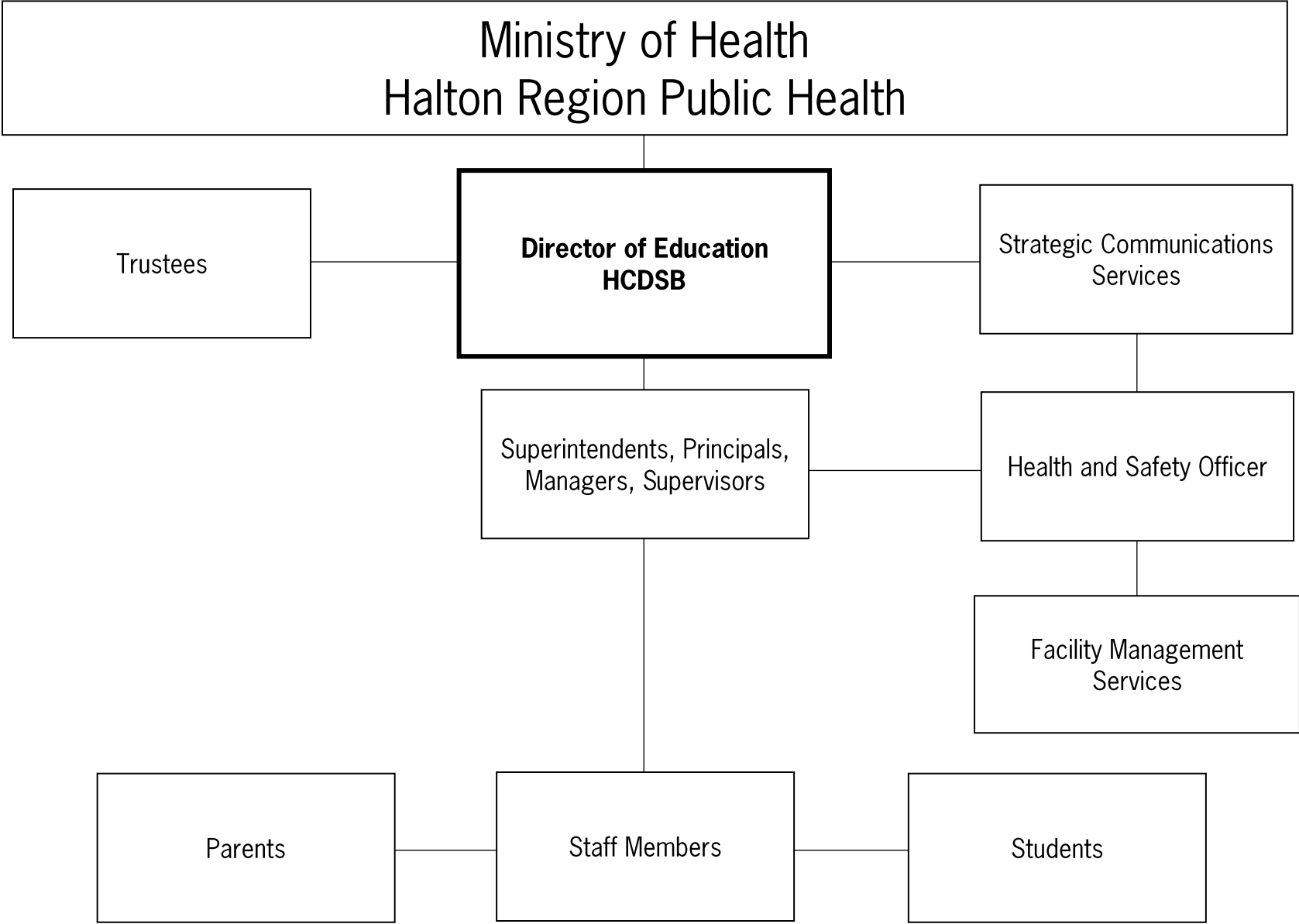
- Home Instruction - Home instruction may be cancelled
- Instruction/Evaluation/Reporting - Where possible, the regular instructional program and those activities related to instruction, evaluation and reporting will continue.

Maintenance:

To the best of our ability, normal procedures shall continue, i.e., emergency calls will be directed to Facility Management Services with a follow-up to the Facility Manager as soon as possible.

- Maintenance items that are not of an emergency nature should be communicated by telephone to the Facility Manager in the normal manner.
- Board staff and outside contractors will be used for all types of emergency maintenance. Routine maintenance may be suspended.
- Meetings that take administrators or staff out of facilities/locations may be either cancelled or held electronically.

Section IV ~ Essential Services/Business Continuity
Response Flow Chart



Section IV ~ Essential Services/Business Continuity

Essential Services/Business Continuity

HCDSB has identified the following departments as providing Essential Services within the Board:

- Director's Office/School Services
- Strategic Communications Services
- Human Resources Services
- Business Services
- Facility Management Services

Each of the identified Essential Services, at the Board Level, will establish a business continuity plan within their department using the workbook provided (**Appendix C**). The plans will be kept on a shared drive, and reviewed regularly.

Although the HCDSB has identified the essential services, each department/site should have a plan in place to maintain contact with employees and keeping track of absenteeism in case of emergency.

Purpose

The Business Continuity Plan is a tool to prepare for possible incidents that could affect the Board's core functions. Incidents could include events such as building fires, infectious diseases or regional incidents such as power outages or larger scale events such as pandemic illness.

The purpose of this plan is to:

- Assist the Board in its preparedness for a crisis
- Mitigate the impact of a crisis on the Board's core functions
- Provide a communication plan for business interruption
- Prepare departments to respond to an interruption of services

Individual School Preparation

Principals are to ensure that the following information is available in each school and communicated with appropriate staff. This checklist should be reviewed on an annual basis.

Individual School/Department Preparation Checklist: (also see Appendix B)

RESPONSIBILITY	ASSIGNED STAFF	DONE
1. Ensure that Emergency Closure Procedures are in place		
2. Ensure that emergency contact information is current for all staff		
3. Establish distribution list/communication method for school (ie School Messenger)		
4. Communicate aspects of the Board/School Plan to: a) Staff b) Parent community c) School Council Members d) Site Based Joint Health and Safety Committee		

RESPONSIBILITY	ASSIGNED STAFF	DONE
<p>5. Ensure hand washing and other proactive measures are communicated as appropriate to:</p> <ul style="list-style-type: none"> a) Staff b) Students c) Parents d) Child Care, EarlyON, Before and After School Programs, and other internal stakeholders e) Board Website <p>*use standard resources in multiple languages if required</p>		
6. Communicate where calls from parents regarding communicable disease should be directed (i.e. Halton Region Public Health)		
7. Safe Arrival Program - establish plan to deal with the surge increase in reported absences		
8. Completion of report cards – plan in place in the event of teacher absence when reports are due		
9. School finances and banking – plan in place in the event that the two individuals authorized to sign school cheques are absent (consult Business Services)		
10. Develop school protocol for emergency release of students during the school day, and follow.		
11. Maintain Emergency Day Plans at grade-appropriate levels.		
12. Consider the impact on varying groups (ie. limited English, those with health issues, food programs, etc.)		
<p>1. Supervision of Students: Principals must ensure that appropriate ratio is maintained for student supervision at all levels. An inability to meet this ratio must be reported immediately to the appropriate school superintendent.</p>		
<p>2. Assignment of Staff: Administrators may be temporarily reassigned by the Director based on system need.</p>		
<p>3. Teaching Staff: Redeployment of teaching staff will only be considered in emergency situations and as a last resort</p>		
<p>4. Support Staff: Redeployment of support staff will only be considered in emergency situations and as a last resort.</p>		
<p>5. Refusal to Work, Quarantine, Staff Absenteeism: Please refer to collective agreements and/or Occupational Health and Safety Act. Consult Human Resources Services as appropriate.</p>		
<p>6. Absences: The Board may receive procedures if required for reporting student and staff absences from the Halton Region Public Health. As well, the Medical Officer of Health in consultation with the Director of Education, where possible, will provide recommendations and direction related to school based activities (e.g. criteria for school closures, field trips, school volunteers, visitors, etc.).</p>		

Shared Roles and Responsibilities

CONTACT PERSON	RESPONSIBILITIES
Director of Education (or designate)	<ul style="list-style-type: none"> • Inform Trustees • Establish dedicated link on Board/school websites to Region's homepage • Direct schools upon queries, as appropriate, in consultation with Halton Region Public Health and the Director of Education • Respond to misinformation • Liaise with and update Senior Staff as appropriate • Liaise with Manager, Strategic Communication Services • Ensure emergency contact list in place: <ul style="list-style-type: none"> a) Director b) Senior Staff • Other Members on Emergency/Crisis Contact List
Manager, Strategic Communications	<ul style="list-style-type: none"> • Website updates as required for internal and external stakeholders • Communicate School closure information to all stakeholders • Establish automated greeting for reception desk usage • Liaise with Board's Halton Region Public Health Communications Specialist • Media Relations – including the coordination of interviews, the preparation and distribution of news releases, and providing counsel to key spokesperson(s) in collaboration with Halton Region Public Health. • Communicate essential information as required <ul style="list-style-type: none"> ▫ Include Settlement and Multicultural Services, in various languages, if required • Liaise with Director of Education (or designate) • Update internal and external stakeholders in recovery stage
Director of Education Executive Officer, Human Resources Services (or designate(s))	<ul style="list-style-type: none"> • Communicate with Union Presidents, as necessary
Director of Education Executive Officer, Human Resources Services (or designate(s))	<ul style="list-style-type: none"> • Assess daily status of Essential Services, including available personnel • Redeploy internal staff as required • Update Senior Staff as appropriate
Executive Officer, Human Resources Services	<ul style="list-style-type: none"> • Solicit qualified staff for other Departments' Essential Services as required
All Superintendents	<ul style="list-style-type: none"> • Establish updated emergency contact list for satellite sites to respective departments
All Superintendents Health & Safety Officer Principals	<ul style="list-style-type: none"> • Communicate/In-service all staff regarding proactive measures
Family of Schools Superintendents	<ul style="list-style-type: none"> • Communicate/Review Emergency Closure, Evacuation Procedures with School Principals
Principal (or designate)	<ul style="list-style-type: none"> • Communicate with School Council Chairperson(s), as necessary
Family of Schools Superintendents Principals Teachers	<ul style="list-style-type: none"> • Communicate to Parents regarding Proactive Measures
Superintendent of Curriculum Services	<ul style="list-style-type: none"> • Plan strategy for continuity of learning (ie. e-learning)

CONTACT PERSON	RESPONSIBILITIES
(or designate)	
Superintendent of Facility Management Services (or designate)	<ul style="list-style-type: none"> • Liaise with Director of Education, Manager, Strategic Communications and Halton Region Public Health regarding potential reassignment of school use
Superintendent, Facility Management Services (or designate)	<ul style="list-style-type: none"> • Communicate status of sites to Childcare, Best Start, Custodial Permits and Before & After School Programs
Superintendent, Facility Management Services (or designate)	<ul style="list-style-type: none"> • Designate staff for ongoing communication with Daycare Facilities
Superintendent, Facility Management Services (or designate)	<ul style="list-style-type: none"> • Designate staff for ongoing communication with Custodial Supply companies
Superintendent, Facility Management Services (or designate)	<ul style="list-style-type: none"> • Designate staff for ongoing communication with Contracted Facility Services (e.g. Snow Plough)
Superintendent, Business Services Senior Manager, Planning Services	<ul style="list-style-type: none"> • Designate staff for ongoing communication with Transportation services
Superintendent, Business Services Manager, Purchasing Services	<ul style="list-style-type: none"> • Designate staff for ongoing communication with Secondary School Food Services Vendor(s)
Manager, Purchasing Services	<ul style="list-style-type: none"> • Designate staff for ongoing communication with furniture/equipment deliveries
Manager, Event Management, Community Liaison & Support	<ul style="list-style-type: none"> • Designate staff for ongoing communication with Post office, couriers
Site Based Health and Safety Worker Representatives	<ul style="list-style-type: none"> • Keep informed • Participate as necessary (ie. Work refusals)
Parents and Students	<ul style="list-style-type: none"> • Responsible for reporting absences, • Keeping informed and co-operating with measures to reduce the spread of illness
Employees	<ul style="list-style-type: none"> • Responsible for reporting absences, • Keeping informed and co-operating with measures to reduce the spread of illness • Reporting health and safety concerns to their supervisor
All Superintendents Health & Safety Officer Principals	<ul style="list-style-type: none"> • Post Recovery Debrief

Section V ~ Resources

Links to handwashing and prevention posters from Halton Region Public Health

[Wash Your Hands - Child Care](#)

[Wash Your Hands - Just Wash 'em](#)

[Wash Your Hands - Stop the Spread of Germs](#)

[Wash Your Hands - Schools](#)

[Wash Your Hands - Children Handwashing](#)

[Stop the Spread of Influenza](#)

Handwashing Resources in Multiple Languages

<https://www.toronto.ca/community-people/health-wellness-care/health-programs-advice/hand-hygiene/>

Websites for additional information:

Halton Region Public Health – <https://www.halton.ca/For-Residents/Public-Health>

Health Canada - <https://www.canada.ca/en/health-canada.html>

Public Health Agency of Canada - <https://www.canada.ca/en/public-health.html>

Canadian Pandemic Influenza Preparedness: Planning Guidance for the Health Sector -
<https://www.canada.ca/en/public-health/services/flu-influenza/canadian-pandemic-influenza-preparedness-planning-guidance-health-sector.html>

World Health Organization - <https://www.who.int/>

Centers for Disease Control and Prevention (CDC) - Information for Schools and Childcare Providers -
<https://www.cdc.gov/flu/school/index.htm>



WHAT IS NEEDED IS A PERSONALIZED APPROACH

to the sick, not just of curing, but also of caring, in view of an integral human healing. In experiencing illness, individuals not only feel threatened in their physical integrity, but also in the relational, intellectual, affective and spiritual dimensions of their lives. For this reason, in addition to therapy and support, they expect care and attention.

In a word, love.

POPE FRANCIS

28th World Day of the Sick Message, 2020

Tender and merciful God,
you watch over your creatures with
unfailing care, keep us in the safe
embrace of your love. With your strong
right hand, make whole all who
are suffering. Give them the strength
of your power and the stillness of your
peace. Minister to them through
the compassionate service of others
and heal their every affliction.
Fill those who serve the sick with
new hope and joy for the good they
do in your name.

AMEN.



Individual School/Department Preparation Checklist:

Principals are to ensure that the following information is available in each school and communicated with appropriate staff. This checklist should be reviewed on an annual basis.

RESPONSIBILITY	ASSIGNED STAFF	DONE
1. Ensure that Emergency Closure Procedures are in place		
2. Ensure that emergency contact information is current for all staff		
3. Establish distribution list/communication method for school (ie School Messenger)		
4. Communicate aspects of the Board/School Plan to: e) Staff f) Parent community g) School Council Members h) Site Based Joint Health and Safety Committee		
5. Ensure hand washing and other proactive measures are communicated as appropriate to: f) Staff g) Students h) Parents i) Child Care, EarlyON, Before and After School Programs, and other internal stakeholders j) Board Website *use standard resources in multiple languages if required		
6. Communicate where calls from parents regarding communicable disease should be directed (i.e. Halton Region Public Health)		
7. Safe Arrival Program - establish plan to deal with the surge increase in reported absences		
8. Completion of report cards – plan in place in the event of teacher absence when reports are due		
9. School finances and banking – plan in place in the event that the two individuals authorized to sign school cheques are absent (consult Business Services)		
10. Develop school protocol for emergency release of students during the school day, and follow.		
11. Maintain Emergency Day Plans at grade-appropriate levels.		
12. Consider the impact on varying groups (ie. limited English, those with health issues, food programs, etc.)		
1. Supervision of Students: Principals must ensure that appropriate ratio is maintained for student supervision at all levels. An inability to meet this ratio must be reported immediately to the appropriate school superintendent.		
2. Assignment of Staff: Administrators may be temporarily reassigned by the Director based on system need.		

RESPONSIBILITY	ASSIGNED STAFF	DONE
3. Teaching Staff: Redeployment of teaching staff will only be considered in emergency situations and as a last resort		
4. Support Staff: Redeployment of support staff will only be considered in emergency situations and as a last resort.		
5. Refusal to Work, Quarantine, Staff Absenteeism: Please refer to collective agreements and/or Occupational Health and Safety Act. Consult Human Resources Services as appropriate.		
6. Absences: The Board may receive procedures if required for reporting student and staff absences from the Halton Region Public Health. As well, the Medical Officer of Health in consultation with the Director of Education, where possible, will provide recommendations and direction related to school based activities (e.g. criteria for school closures, field trips, school volunteers, visitors, etc.).		

Departmental Business Continuity Preparation Workbook [for Board Staff ONLY]

In the event of a business continuity interruption the Director, or designate, will notify the Superintendent of each department to take immediate steps to mitigate the disruption.

The immediate actions required in these emergency events are:

1. Determine critical function strategies
2. Assess emergency contact list
3. Assess staff absenteeism
4. Determine necessary critical supplies are up to date
5. Determine what functions must continue and what functions can be delayed

1. Critical Functions:

Critical Functions – a function when not delivered creates an impact operations of the Board

Surge Functions – functions that may increase as a result of the pandemic response

This worksheet is aimed at helping your department identify critical functions and surge functions. Identify any functions that can be done remotely. Provide positions in charge of these functions as well as first, second and third alternates.

Priority A - Services that must be maintained at all times

Priority B - Services that can be discontinued for a short period of time (~2 weeks)

Priority C - Services that can be deferred for the duration of the pandemic, or infectious disease

Issues to consider when planning:

- Identify essential employees
- Identify the critical activities which would need to continue as well as the employees who support those activities – consider how internal resources could be re-allocated to ensure those activities are maintained
- Cross train and prepare back-up employees
- Plan for increase or decrease in demands
- Determine potential impact of an emergency on services provided
- Establish an emergency communication plan (revise periodically)
- Restrict mass gatherings
- Consider disruptions in telecommunication
- Determine impact on travel
- Ensure employees are able to work remotely

Pandemic Preparedness and Response Plan Business Continuity Plan

Date Prepared:	
Department Lead:	
Department Lead Backup(s):	

Function	Surge Function Y/N	Work Remotely Y/N	Position(s) Responsible	Priority A, B or C

Once you have identified and prioritized your critical functions you need to develop strategies for each critical function (please use a new chart for each):

Department:					
Scenario:			IMPACT		
			Low	Medium	High
Critical Function "Priority A"	PROBABILITY	Low			
		Medium			
		High			
Business Impact:					
Proactive Strategy:					
Reactive Strategy:					
List Individual responsible for function and their backups:					
1.					
2.					
3.					

2. Emergency Contact List:

This list should include contact information for all staff members in your department or any other staff you may need to reach in order to keep your department running. This list should be reviewed regularly (this list is separate from the HCDSB Emergency Contact List distributed by Strategic Communications)

First Name	Last Name	Position	Work Phone	Work Email	Cell Phone	Home Phone	Emergency Contact Name	Emergency Contact Number

3. Staff Absenteeism Log:

This chart will help log staff absenteeism in the potential absence of an electronic system if system is not accessible

Name – Job Title	Duration (Dates)	Reason (personal illness, bereavement/unpaid , other)

4. Critical Supplies List

This worksheet is aimed at identifying your critical supplies and suppliers in an attempt to prepare your department for potential supply chain slowdowns. Pay close attention to product that would impact the ability to continue operations.

Supply Item	Storage Location	Main Supplier & Contact Info	Alternate Supplier & Contact Info

5. Functions that must continue and functions that can be delayed (if delayed, how long?):

1.
2.
3.