

**Stage One: Pre-Pandemic (EFFECTIVE IMMEDIATELY)**

*Regardless of the type, level, severity, or number of cases of influenza that may occur through any school year, these Stage One components of the plan will be the minimal level of action expected in the school district.*

Component	Consideration/Action	Who?
<p><b>Personal Hygiene and Infection Control</b></p>	<p>Students, staff, volunteers, and parents/caregivers should stay away from schools when sick, especially if exhibiting symptoms that often characterize an influenza infection. (fever, vomiting, headache, runny nose, sneezing, coughing)</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Students</li> <li><input type="radio"/> Staff and volunteers</li> <li><input type="radio"/> Parents / caregivers</li> <li><input type="radio"/> Visitors to school</li> </ul>
	<p>People who cough or sneeze should do so into a tissue or into the crook of the arm rather than into the palm of the hand or into the air. Droplets from sneezes and coughs are one of the best ways to transmit infection.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Students</li> <li><input type="radio"/> All staff and volunteers</li> <li><input type="radio"/> Parents / caregivers</li> <li><input type="radio"/> Visitors to school</li> </ul>
	<p>Proper hand-washing should be employed at all times, and especially before and after using shared resources (e.g. computer labs). Where hand-washing facilities are not available or practical, hand-sanitizing should be employed.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Students</li> <li><input type="radio"/> All staff and volunteers</li> <li><input type="radio"/> Parents / caregivers</li> <li><input type="radio"/> Visitors to school</li> </ul>
	<p>Building Service Workers and bus cleaners will focus cleaning efforts on contact surfaces, using normal, district-prescribed cleaning products and techniques, recognizing that the flu virus can live up to 2 hours on hard</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Building service workers</li> <li><input type="radio"/> Staff responsible for cleaning bus (person responsible varies)</li> </ul>

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<b>Personal Hygiene and Infection Control, Continued...</b>	surfaces and up to 48 hours on more absorbent soft surfaces.	<input type="radio"/> Building service workers <input type="radio"/> Staff responsible for cleaning bus (person responsible varies)
	Those who are feeling sick and exhibiting flu-like symptoms* while at a school or on a bus or water taxi should, wherever possible, practice the "2 metre rule," where a space of 2 metres is protected between themselves and other people.	<input type="radio"/> Students <input type="radio"/> All staff and volunteers <input type="radio"/> Parents / caregivers <input type="radio"/> Visitors to school
	Schools will ensure an adequate supply of soap, paper towel, and hand sanitizer allowing for proper personal hygiene practice.	<input type="radio"/> Principals <input type="radio"/> Building service workers
	Hand sanitizers will be placed in visible and supervised locations on all buses and water taxis.	<input type="radio"/> District Health and Safety <input type="radio"/> Bus drivers <input type="radio"/> Water taxi personnel
	Those who have had flu should only return to work/school when all symptoms have resolved AND at least 24 hours after the fever subsides.	<input type="radio"/> Students <input type="radio"/> Staff and volunteers <input type="radio"/> Parents/ caregivers <input type="radio"/> Visitors to school
	The school district will co-operate with Public Health in its efforts to immunize whoever is determined eligible for immunization. This might include permission to use schools for public immunization drives and storage of immunization materials in schools.	<input type="radio"/> Superintendent <input type="radio"/> Principals

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<b>Communication</b>	District will advise staff, parents, students of pandemic plan and procedures, including the provision of opportunities for clarifying questions and updates.	<input type="radio"/> Superintendent <input type="radio"/> Principals <input type="radio"/> Work place Health and Safety contacts
	Teachers and StrongStart facilitators will directly teach and encourage proper hygiene practices to all students at all ages.	<input type="radio"/> Teachers <input type="radio"/> StrongStart facilitators
	Schools will ask parents, when calling in to report student absence due to illness, to communicate in detail the nature of that illness*, as a means of determining flu levels in the school community.	<input type="radio"/> Designated staff <input type="radio"/> Parents / caregivers <input type="radio"/> Principals to oversee action
	Employees, when calling in to report absence due to illness, will communicate in detail the nature of the illness*, as a means of determining flu level in the school community.	<input type="radio"/> All staff <input type="radio"/> TOC and casual/replacement dispatch
	Updates from medical and governmental authorities will be shared with the community via the <a href="http://www.sd64.bc.ca">www.sd64.bc.ca</a> website which is linked also to <a href="http://www.viha.ca/h1n1">www.viha.ca/h1n1</a> .	<input type="radio"/> Superintendent
	The school district office, in conjunction with school principals, will advise the school public health nurse and the Building Service Supervisor: <input type="radio"/> when principal suspects a significantly	<input type="radio"/> Principals <input type="radio"/> Superintendent <input type="radio"/> Public Health Nurse <input type="radio"/> Building Service Supervisor

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<p><b>Communication, continued...</b></p>	<p>higher than usual (approximately 10% above expected) absentee rate due to illness, at a school</p> <ul style="list-style-type: none"> <li>○ numbers of suspected absences due to influenza and cases of influenza at school</li> </ul>	
<p><b>Stage Two: Pandemic</b></p> <p><i>This stage will become the standard for practice when the Superintendent, in conjunction with the Regional Medical Health Officer, confirms that influenza infection has reached the pandemic level.</i></p>		
<b>Component</b>	<b>Consideration/Action</b>	<b>Who?</b>
<p>EVERYTHING FROM <b>STAGE ONE</b>, <u>PLUS</u> THE FOLLOWING CONSIDERATIONS/ACTIONS:</p>		
<p><b>Personal Hygiene and Infection Control</b></p>	<p>The district will communicate via school principals and the local media information related to those individuals in high-risk groups.</p> <p><u>Students and StrongStart caregivers in high-risk groups</u> during stage 2 may be asked (via parents) to consider staying home until further notice from the district or school.</p> <p>Families will be encouraged to talk with family doctor about having a Tamiflu prescription on hand, to be filled upon the first sign of H1N1 symptoms, or to take other precautions that are dependent on the</p>	<ul style="list-style-type: none"> <li>○ Principals</li> <li>○ Parents</li> <li>○ Superintendent</li> <li>○ Regional Medical Health Officer</li> <li>○ Public Health Nurses</li> <li>○ Local doctors</li> </ul>

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<b>Personal Hygiene and Infection Control, continued...</b>	<p>specifics of the student's reason for being at risk and the degree of risk.</p> <p><u>Employees in high -risk groups</u> will be encouraged to stay home or to work in a way that reduces risk during stage 2.</p> <p>Immunization will be made available to these employees at no cost if it is not already available free-of-charge through Public Health. Timing of immunization will still be decided by Public Health.</p> <p>The high-risk employee will be encouraged by the principal or other immediate supervisor to talk with a doctor about having a Tamiflu prescription on hand, to be filled upon the first sign of H1N1 symptoms, or to take other precautions that are dependent on the specifics of the employee's reason for being at risk including the degree of risk.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Principals</li> <li><input type="radio"/> Superintendent</li> <li><input type="radio"/> Regional Medical Health Officer</li> <li><input type="radio"/> Public Health Nurses</li> <li><input type="radio"/> Local doctors</li> </ul>
	<p>The school district will co-operate with Public Health in its efforts to immunize anyone who is determined eligible for immunization. This might include permission to use schools for public immunization drives and storage of immunization materials in schools.</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Superintendent</li> <li><input type="radio"/> Public Health Nurses</li> <li><input type="radio"/> Principals</li> </ul>
	<p>Cleaning practices may change, depending on the location and nature of an outbreak. Changes in cleaning practices will be carried out in consultation with Public Health. These</p>	<ul style="list-style-type: none"> <li><input type="radio"/> Superintendent</li> <li><input type="radio"/> Public Health Nurses</li> <li><input type="radio"/> Principals</li> <li><input type="radio"/> Building Service Workers</li> </ul>

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<b>Personal Hygiene and Infection Control, continued...</b>	changes will be communicated to Building Service Workers and others responsible for cleaning schools, buildings, buses, and water taxis via their immediate supervisor.	<input type="radio"/> Parents
	School closure will only be considered in consultation with Public Health Officials. School closure is not considered an effective means of preventing pandemic but may become necessary in reducing the impact or length of a pandemic if one were to occur in one of the communities served by the school district.	<input type="radio"/> Superintendent <input type="radio"/> Principals <input type="radio"/> Medical Health Officer
<b>All communication procedures outlined in Stage One would continue in Stage Two, and would be augmented by the following:</b>		
<b>Communication</b>	Information about any changes will be school-specific as opposed to general in nature. Principals will be responsible for maintaining phone trees and/or email lists to communicate with parents and students in Stage Two about measures that are specific to their school.	<input type="radio"/> Superintendent <input type="radio"/> Principals <input type="radio"/> Medical Health Officer <input type="radio"/> Webmaster
	Information about school closures, recommendations for changes in personal hygiene behaviour, or any other information that needs to be shared in a timely way will be distributed via school district website ( <a href="http://www.sd64.bc.ca">www.sd64.bc.ca</a> ) and radio, using the same protocols as used for school closures due to inclement weather.	

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<b>Communication, continued...</b>	School principals will ensure that families are aware of the radio stations we use and the URL for the district website.	<input type="radio"/> Superintendent <input type="radio"/> Principals <input type="radio"/> Medical Health Officer <input type="radio"/> Webmaster
	<p>In cases where pandemic response requires early dismissal, phone trees, initiated by schools, will be used to communicate with parents.</p> <p>Principals will ensure in Stage One that phone trees are up to date and that parents are aware of their responsibilities related to phone tree effectiveness. (This is already required for inclement weather preparation.)</p>	<input type="radio"/> Principals <input type="radio"/> Parents/caregivers
<b>Continuity of Services and Educational Programs</b>	<p>Employee absenteeism will be monitored closely in Stage Two. If it becomes apparent that employee attendance levels are not high enough at a particular school site to ensure safe operation at that site, a number of options may be employed:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Students may be asked to stay home, with instructional materials provided via phone, the internet, and email, depending on the nature of the subject area(s) and the predicted length of the absence from school.</li> <li><input type="radio"/> Students may be asked to attend a different school site, if that will not</li> </ul>	<input type="radio"/> Superintendent <input type="radio"/> Principals <input type="radio"/> Medical Health Officer <input type="radio"/> Public Health Nurses

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<b>Continuity of Services and Educational Programs, continued...</b>	<p>increase the risk of infection significantly and if the alternate site has sufficient employee attendance to host extra students safely.</p> <p><input type="radio"/> Other options as available and as appropriate to the specifics of the employee attendance situation.</p>	<p><input type="radio"/> Superintendent  <input type="radio"/> Principals  <input type="radio"/> Medical Health Officer  <input type="radio"/> Public Health Nurses</p>
	<p>In cases where student absence is prolonged, steps will be taken to develop an interim "homebound" program that can be delivered electronically (or differently if families do not have access to internet). School District 64 experts in "hybrid" (i.e. home and school combination) programming will be consulted if this step is to be undertaken.</p>	<p><input type="radio"/> Superintendent  <input type="radio"/> Principals  <input type="radio"/> Teachers  <input type="radio"/> Parents</p>

\*Guidelines for how to report symptoms are included on, "VIHA School Absentee Reporting Form"

The district-level team that will consult with Regional and Provincial Medical Health Officers and make decisions about changes in practice or activity, school closures, employment and transportation matters will be comprised as follows:

- Superintendent
- Secretary Treasurer
- Trustee (plus an alternate)
- Director of Human Resources
- Director of Student Support Services
- Building Service Supervisor

This team will be in close contact with presidents of CUPE, GITA, and GIPVPA in matters where members will be affected significantly. District Health and Safety will also be included in all decisions that affect the health and safety of employees.