



Pandemic Influenza Planning Checklist For School Districts

School Districts (including Independent and First Nations Schools), Universities, Community Colleges and other educational organizations play an important role in protecting the health and safety of their staff, students and their families. Interior Health has developed the following checklist to assist these organizations to prepare for and respond to an influenza outbreak. Consulting with Interior Health's Medical Health Officer's for messaging and information is important to consider as different influenza viruses at times require different precautions. The key planning activities in this checklist are based on considerations involving pre-planning and coordination, continuity of student learning and core operations, infection control policies and communications messaging to staff, students and families in the event of an influenza pandemic.

Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Review and update existing emergency management plans to include a section on pandemic influenza.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Review the current organizational structure to determine responsibilities in the execution of your plan. Consider linkages to Interior Health and the Ministry of Education.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify who is responsible for officially activating your organizations pandemic influenza plan.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic preparedness plan requirements for students with special needs (i.e. students with special health care needs eg immuno compromised, low income students who rely on school food services for their daily meals, as well as those who do not speak English as their first language).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Participate in community Provincial Emergency Preparedness (PEP) exercises and meetings as appropriate.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Practice your emergency plans regularly and revise it periodically as needed.
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Share what you have learned from developing your preparedness and response plans, as possible, with community and other partners to improve response efforts (i.e. Interior Health, Ministry of Education, private schools, other school districts, etc).

Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider the impact of varying levels of student and staff absences and or potential of school closures related to influenza pandemic on student learning and extracurricular activities.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider and develop alternative procedures to ensure continuity of instruction.



Develop a continuity of operations plan for essential services such as payroll, cleaning services and ongoing communications with staff, students and parents.

Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
	<input type="checkbox"/>	<input type="checkbox"/>	Implement infection prevention policies and procedures that help limit the spread of influenza such as staying home when ill, promotion of hand washing, cough/sneezing etiquette (cover coughs and sneezes with tissue or sleeve) and proper disposal of used tissues in wastebaskets.
	<input type="checkbox"/>	<input type="checkbox"/>	Maintain a healthy work environment by encouraging healthy behaviours and posting tips on how to stop the spread of germs.
	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection control supplies such as soap, waterless antiseptic hand agents, tissues and receptacles for their disposal.
<input type="checkbox"/>		<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to pandemic influenza (i.e. non-punitive, liberal leave).
	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected influenza should not remain at school and should return only after their symptoms have resolved and they are physically ready to return.
	<input type="checkbox"/>	<input type="checkbox"/>	Establish policy for staff and students suspected to be ill or who become ill while on field trips away from the school.

Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>		<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students and families as a result of rumours, and misinformation and plan communications accordingly.
	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communications needs in preparation for an influenza pandemic or other widespread social disruption, including regular review, testing, and updating of communications plans.
	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students and families, including lead spokesperson and links to other communications networks.
<input type="checkbox"/>		<input type="checkbox"/>	Develop and test protocols (i.e. hotlines, telephone calling trees, dedicated websites, local radio and TV messaging, etc) for communicating status of schools (open, reduced, closed) and recommended actions to staff, students and families.
	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications.
	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health (Medical Health Officers, Child Youth Program Consultants, school nurse, etc) and education stakeholders and use

this network to provide regular updates as the influenza pandemic unfolds.

Educate Staff / Students / Families:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ensure staff, students and families know where to find up-to-date and reliable pandemic information from regional, provincial and public health sources.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the organization's pandemic influenza preparedness and/or general emergency preparedness and response plan (i.e. continuity of instruction, communications plans).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider disseminating information covering pandemic influenza fundamentals (i.e. signs and symptoms of influenza, modes of transmission) as well as personal and family protection and preparation strategies (i.e. hand washing, respiratory etiquette).

More information on pandemic influenza can be found at the following web links:

- The public can call HealthLink BC by dialing 8-1-1 or visiting www.healthlinkbc.ca/healthfiles/hfile108.stm
- British Columbia updates on the H1N1 flu (human swine flu) are available at www.gov.bc.ca/swineflu
- Learn how to protect yourself against flu at <http://www.fightflu.ca/index-eng.html>
- Business Continuity Planning for Health Emergencies <http://www.readyforcrisis.ca/resources/tools.php>
- Interior Health <http://www.interiorhealth.ca/health-and-safety.aspx?id=9024>
- Additional information can be found at:
 - BC Centre for Disease Control at www.bccdc.ca/dis-cond/a-z/_h/HumanSwineFlu/default.htm
 - Public Health Agency of Canada http://www.phac-aspc.gc.ca/alert-alerte/swine_200904-eng.php;