

DISEASE OUTBREAK AND PANDEMIC RESPONSE

Background

The Division, in cooperation with the provincial government and Alberta Health Services, supports efforts to minimize a pandemic and its disruption to the operational activities of the Division. The Superintendent, Administrators and staff are expected to ensure the most effective and efficient use of resources for the maximum benefit and protection of students, staff and facilities.

Procedures

1. In the event that Alberta Health Services identifies evidence of a significant influenza or disease outbreak in the region, the Superintendent (or designate) has the authority to make final decisions regarding crisis response as guided by the division's Pandemic Response Plan and by the Emergency Response Manual. When a state of emergency is declared by a Ministry of the Alberta Government, the particular Ministry will have such authority.
2. The Superintendent (or designate) will communicate a standard set of response protocols for dealing with a pandemic to ensure that members of administration and staffs are familiar with roles and processes in the event of an outbreak (see Appendix A).
3. In accordance with directives emanating from federal and provincial authorities and the consequent circumstances that may prevail, the Superintendent (or designate) may temporarily suspend the Division's current practices and operating guidelines.

Reference: Relevant Legislation & Guidelines
 Foothills School Division – Pandemic Response Plan

APPENDIX A

The World Health Organization monitors influenza cases and outbreaks world-wide. Factors that affect the seriousness and risk of the influenza are: the type of viral strain, the spread rate, transmission medium (bird-to-animal, animal-to-human and human-to-human) and human reaction to vaccine or medical treatment. The WHO will issue six Alert Levels based on the severity and threat to the general public. The six levels are:

World Health Organization (WHO) Pandemic Alert Scale

Level 1	Low risk of human cases
Level 2	Higher risk of human cases
Level 3	No or very limited human-to-human transmission
Level 4	Evidence of increased human-to-human transmission
Level 5	Evidence of significant human-to-human transmission
Level 6	Efficient and sustained human-to-human transmission

Foothills School Division will follow recommendations and procedures that may be issued from time to time by credible organizations when the Pandemic Alert Level increases to Level 4 or higher. Credible organizations are those associated with: World Health Organization, Government of Canada, Government of Alberta, Alberta Health Services, Public Health Authorities, etc.

Pandemic Alert Levels 1 and 2

No action necessary.

Pandemic Alert Level 3

No immediate action necessary.

Review plans for Alert Level 4.

Pandemic Alert Level 4

- 1) Provide to all employees:
 - a) Information on the Pandemic Alert Level
 - b) Recommendation to heighten personal hygiene procedures and reduce face-to-face contact (hand washing, coughing, shared workstations, meetings, etc.)
 - c) Recommendation that employees stay at home if feeling ill
 - d) Recommendation that employees seek medical assistance if they think they may have been exposed and are ill with flu-like symptoms.
- 2) Ensure hand washing hygiene posters are posted in all washrooms.
- 3) Ensure adequate amounts of janitorial supplies are in stock
- 4) Keep updated on the pandemic situation.
- 5) Implement other actions as deemed appropriate by health or other authorities.
- 6) Review plans for Alert Level 5.

Pandemic Alert Level 5

- 1) Notify employees of heightened Pandemic Alert Level (communications to all employees to reflect heightened risk to employees and students).
- 2) Provide information to post in school facilities identifying the pandemic situation and the need for increased personal hygiene.
- 3) Ensure building HVAC filtration systems (filters) are clean (replace if necessary)
- 4) Keep updated on the pandemic situation.
- 5) Implement other actions as deemed appropriate by health or other authorities.
- 6) Review plans for Alert Level 6.

Pandemic Alert Level 6

- 1) Notify employees of heightened Pandemic Alert Level (communications to all employees to reflect heightened risk to employees and students).
- 2) Increase janitorial cleaning standards to clean/sanitize/disinfect transfer touch points (door hardware, handrails, etc).
- 3) Recommend to Executive Team that they consider the following actions:
 - a) Working-at-home as an option for those employees who can.
 - b) Suspending school instruction (send students home).
 - c) Going to minimum staffing and/or working-at-home for key employees to continue minimum business operations.
 - d) Closing schools (complete shutdown send all employees home).
- 4) Consider temporarily placing on hold or stopping all non-critical work done by contractors/suppliers/consultants.
- 5) Keep updated on the pandemic situation.
- 6) Implement other actions as deemed appropriate by health or other authorities.
- 7) Review plans to resume business for post-pandemic.