



***Rolling River***  
***School Division***

**PANDEMIC**  
**PREPAREDNESS**  
**GUIDELINES**

**September 2009**

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***RRSD Pandemic Planning Committee***

Reg Klassen.....	Superintendent
Marg Janssen.....	Assistant Superintendent
Kathlyn McNabb.....	Secretary-Treasurer
Ken Cameron.....	RRSD Board Member
Len Dobreen.....	Maintenance Supervisor
Daryl Tesarowski.....	Transportation Supervisor
Debbie Parrott.....	Student Services Coordinator
Grant Butler.....	IT Coordinator
Matt Rapsky.....	RREAL Team Member
Daniel Kiazuk.....	RRTA Rep.
Kevin Jay.....	CUPE #1630 Local Rep.
Kim Whittingham.....	Liaison Committee Rep.

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# ***Introduction***

## **WHAT IS PANDEMIC INFLUENZA?**

Pandemic influenza is an epidemic that spreads throughout the world. Influenza A is the type of influenza virus involved in all known influenza pandemics. Influenza A viruses can undergo major changes or shifts in genetic makeup, producing a completely new strain for which most people have little or no specific immunity. As a result, large numbers of individuals become infected as it spreads.

For an influenza virus to be considered a pandemic, it must be a new virus with the ability to spread efficiently among people, causing widespread illness and death.

While much has been learned from past pandemics in history (1918-19; 1957-58, and 1968-69), there is much we do not know and research is ongoing.

## **HOW IS INFLUENZA SPREAD?**

The influenza virus enters the body through the nose, eyes or throat.

- When people with influenza cough or sneeze, large droplets containing the virus are produced and can travel up to one metre in the air.
- Inhaling these droplets or having them come into contact with your mouth, eyes or nose can result in infection. This can occur by:
  - Hand-to-hand contact with infected individuals, or by
  - Touching surfaces or handling objects contaminated by infected individuals.
- Infected persons can be contagious from the day before they develop symptoms and up to seven days afterwards (typically three to five days in healthy adults and up to seven days in children). This timeframe may be longer for children and people with decreased immune system functioning.
- Not everyone who comes in contact with influenza virus will become ill. However, they may still spread it to others.

## **WHAT ARE THE SYMPTOMS?**

Once infected with influenza, it usually takes from one to three days to develop symptoms. Symptoms include:

- fever and a cough often accompanied by one or more of the following:
  - aching muscles and joints
  - headache

- severe weakness and fatigue
- sore throat
- runny nose
- Children can have additional gastrointestinal symptoms such as nausea, vomiting and diarrhea, but these symptoms are uncommon in adults.

Generally, symptoms can last four to seven days. A cough and general fatigue may persist for several weeks.

Most people recover from influenza without medical intervention. However, some people, particularly the very young or old, and those with compromised immune systems, can develop complications including bacterial infections such as pneumonia, which can result in prolonged illness or even death.

## **HOW WILL PANDEMIC INFLUENZA IMPACT US?**

During a pandemic, it is expected there will be a greater extent of illness and death than experienced during an ordinary influenza season. However, most people who get ill will recover. Public health experts assume that:

- 35 per cent of people could become sick enough to miss at least one-half day or more of work.<sup>1</sup>
- Of those who get sick, 0.5 per cent could die.<sup>2</sup>

A pandemic may occur over a two-year period. It may occur in waves with each wave lasting six to eight weeks and separated by three to nine months. A second wave may cause more serious illness and deaths than the first.

It is anticipated there will be three months warning from the time a pandemic is declared by the World Health Organization until the virus arrives in Canada. This is based on the assumption that a pandemic will start elsewhere in the world, then spread to North America. It is possible the warning period will be shorter.

Educational continuity in schools could be impacted by:

- Employee absenteeism
- Student absenteeism
- Interruption of services and supplies and reduction in outside supports
- Potential school closures

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<sup>1</sup> *Manitoba Education, Citizenship and Youth/Manitoba Health, 2007, Pandemic Influenza - Preparedness Guidelines for Manitoba School Divisions and Schools (K-12), pg 7.*

<sup>2</sup> *Ibid., pg 7.*

- Potential additional duties
- Financial losses or incremental costs
- Potential spread of infection at school
- Staff and students becoming ill at school

### **WILL OUR SCHOOLS CLOSE?**

Schools will not automatically close. The working expectation is that schools will continue to operate and provide an environment that is as safe as possible during a pandemic.

It is possible a school or schools in Rolling River School Division (RRSD) may close if Manitoba public health officials order the temporary closure of all public facilities where people congregate, including schools, in the early stages of a pandemic, in an attempt to slow the spread and impact of the disease.

It is possible circumstances may cause a temporary, incidental closure of a school in RRSD. This could be due to excessive employee absenteeism or a critical building system failure that results in the inability to maintain a safe environment for students. The division will make this type of decision following the same procedure used for winter storms and other hazardous conditions.

Manitoba Education, Citizenship and Youth (MECY) or other government authorities could potentially ask a school in RRSD to close if the building is required for other purposes during a pandemic. Such a decision would be made collaboratively with the school division.

Although Manitoba Health, Manitoba Emergency Measures Organization, and MECY have the authority to close schools for health, emergency response or educational reasons respectively, the working expectation is that decisions about school closure will remain a local responsibility as much as possible.

## ***Mandate Of Pandemic Planning Committee***

The mandate of RRSD is to continue to operate during a pandemic and to:

- provide a safe environment for students and staff before, during and following a pandemic
- maintain instruction and services

- continue to provide essential services (e.g., supervision, curricular requirements, building security)
- communicate accurately and in a timely manner with management, staff, students and families regarding operations before, during and after a pandemic period
- track and monitor the activities and additional costs of responding to the pandemic

To fulfill this mandate, RRSD will formulate Pandemic Preparedness Guidelines that address the needs of its staff, students and their families and that complements the work of the existing emergency response plan at each of its 16 schools.

RRSD has assembled a Pandemic Planning Committee (PPC) and assigned responsibility for coordinating:

- Preparation of *Pandemic Preparedness Guidelines* for the division and its schools
- Preparedness activities
- Response and recovery activities during and after a pandemic

## ***Academics***

### **RRSD'S RESPONSIBILITY TO STUDENTS AND FAMILIES**

1. The interest of RRSD students is paramount in the determination of academic concerns in the event of a pandemic.
2. Students will be educated, at an age-appropriate level, about flu prevention and symptoms before a pandemic, and will be encouraged to make appropriate personal health decisions during a pandemic.
3. During a pandemic, every effort will be made to continue to offer school services as normally as possible.
4. Schools will provide students and parents/guardians with timely communication regarding the school's plans and expectations for continued instruction.
5. Where possible, continuation of course work and assignments may be facilitated through independent course work and technology.
6. Decisions on day-to-day instructional matters will be the responsibility of the school principal and/or assistant superintendent assigned to that school.
7. Decisions to extend the term, revise exam schedules or alter the academic schedule will be made by the board of trustees and superintendents.

8. Decisions will be made at the school level regarding students who have missed or not completed work due to illness, class cancellations, or other reasons connected to the pandemic.
9. In the event of a school closure, RRSD will redeploy students to other schools in the division, providing that transportation and space is available.
10. In the event all schools close, RRSD and schools will provide parents with as much lead time as possible, the reasons for the closure, and a realistic estimate of the duration of the closure.

### **RRSD'S RESPONSIBILITY TO STUDENTS WITH SPECIAL NEEDS**

In accordance with Manitoba's Philosophy of Inclusion and requirement for appropriate educational programming, RRSD will consider all students with special needs, in the event of a pandemic.

Where students require additional supports such as an instructional assistant to participate in a meaningful and safe way in the educational program, the services may be interrupted if key staff members are absent due to illness. Every effort will be made to meet with parents of students with exceptional needs and to develop plans for the event of widespread school closure or shortage of staff. Consideration will be made for the student's educational programming, the availability of alternate staff support and in some cases, transportation. Whenever possible, the planning will take place early, allowing parents to be involved and aware of potential issues that may interrupt their child's educational programming. In a pandemic situation, any potential health risk to the student will also be discussed with the family in developing a plan.

### **STUDENTS' RESPONSIBILITIES TO RRSD**

1. Section 2.62 of The Public Schools Act allows parents to keep children out of school if they are ill.
2. All students will be asked to remain away from school and not attend classes if they are showing flu symptoms. Parents and guardians will be asked to contact the school and inform the office of the reason for the student's absence.
3. If a shutdown of their school has been announced, students will be expected to:
  - Remain away from the school during the shutdown.
  - Monitor the RRSD main website to determine the state of the alert at the school and establish when they can return. Emergency information will be posted online and an emergency information phone line will be established.

- Monitor television and radio for announcements concerning their school.
4. Once a re-opening of the school has been announced, students will be expected to:
- Report to class on the identified day.
  - If they are unable to report to class because they are in quarantine, nursing an infected person, or are ill with the pandemic influenza, they will be asked to contact the school and inform the office of the reason for their absence.

### **EMERGENT ILLNESS AMONG STUDENTS WHILE AT SCHOOL**

Schools will identify an area where children who become ill at school can be accommodated until their parents can be contacted to take them home.

Ill children will stay in a separate area and be kept a metre apart even if they are not displaying characteristic influenza symptoms. This serves to minimize the likelihood of transmission between those with influenza and those ill due to other causes.

RRSD will communicate Manitoba Health advice on return-to-school timelines to students and parents.

### **POTENTIAL SPREAD OF INFECTION AT SCHOOL**

Measures to reduce interpersonal exposure in RRSD buildings will be balanced with the need to maintain normal routines, school operations and societal functioning. RRSD will:

- Establish a clear and well-communicated message that stresses the need for students and staff to stay home if they are displaying any flu-like symptoms. This plan will combat the phenomenon labelled “presenteeism.”
- Minimize social interaction by:
  - Limiting visitor access to the school.
  - Limiting face-to-face meetings or number of persons in attendance.
  - Considering postponing some events that are open to the public and/or parents, including travel for intramural school activities.
  - Increasing distance education and work-at-home options.
- Promote personal hygiene practices by:
  - Educating and reminding students and others of the importance of preventive measures.

## PREVENTION

Steps can be taken to prevent people from becoming infected and from spreading infection to others. These steps may include:

- Making efforts to improve your general health status through healthy living behaviours such as exercising, eating well, getting enough sleep and not smoking.
- 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.
- Manitoba Health's goal is to ensure all Manitobans can receive a pandemic vaccine as quickly as possible once a vaccine becomes available.

*Refer to these handouts included in the government document "Preparedness Guidelines for Manitoba School Divisions and Schools (K-12):*

Appendix A – Hand Hygiene

Appendix B – What can I do to prevent myself from getting infected with influenza during a pandemic?

Appendix C – How can I care for myself when I have the flu?

Appendix D – Building Hygiene

## ***Communications***

In the event of a pandemic all communications will come from the superintendents department.

- RRSD will designate an official division spokesperson through which information from RRSD's Pandemic Planning Committee/superintendents department/board of trustees will be communicated.
- Communications to RRSD employees, students, parents/guardians before and during a pandemic will be disseminated by the official spokesperson.
- The RRSD superintendents department will keep the Pandemic Planning Committee and Board of Trustees aware of the latest information on the pandemic. Pandemic information will be obtained by consulting the regional health authority and reviewing material on the Manitoba Government and Manitoba Health websites.

- All communications will be culturally appropriate to the school population and community.

Communication mechanisms will include:

- RRSD website information updated on a regular and timely basis
- Written communications such as memos, posters, etc.
- E-mail – distribution to various lists
- Telephone – an emergency information line will be established
- Radio and television for public service announcements
- School signs and reader boards

### **SHARING RRSD'S PANDEMIC PREPAREDNESS GUIDELINES WITH EMPLOYEES, PARENTS AND STUDENTS**

Upon completion of the Pandemic Preparedness Guidelines document, the Senior Administration, will:

- present an overview of the guidelines at the Rolling River Educational Administrative Leadership (RREAL) Team. Those who attend the RREAL Team will be required to share the information with their respective staff members.
- provide an article for publication in school newsletters, informing parents and students that pandemic preparedness guidelines are in place and will be activated if a pandemic is declared.

### **SHARING PRE-PANDEMIC INFORMATION WITH EMPLOYEES**

Once a pandemic has been declared but not yet arrived in Manitoba (the pre-pandemic stage), RRSD will review its pandemic preparedness guidelines with its staff through orientation sessions.

RRSD will provide its employees with reliable sources where they can find information on how to prepare themselves and their families for a pandemic and what to do if they become infected.

These sources will include:

Manitoba Health: [www.gov.mb.ca/health/odm/index.html](http://www.gov.mb.ca/health/odm/index.html)

Government of Manitoba: [www.gov.mb.ca/influenza/pandemic](http://www.gov.mb.ca/influenza/pandemic)

Manitoba Education, Citizenship and Youth: [www.edu.gov.mb.ca/k12/policy](http://www.edu.gov.mb.ca/k12/policy)

Government of Canada: [www.phac-aspc.gc.ca/cpip-pclcpi](http://www.phac-aspc.gc.ca/cpip-pclcpi)

World Health Organization: [www.who.int/csr/disease/avian\\_influenza/en](http://www.who.int/csr/disease/avian_influenza/en)

## **SHARING PRE-PANDEMIC INFORMATION WITH PARENTS AND STUDENTS**

Using information provided by the official spokesperson, RRSD schools will provide parents and students with reliable sources where they can find information on how to prepare themselves for a pandemic and what to do if they become infected.

These sources will include those listed previously in this section under *Sharing Pre-Pandemic Information with Employees*.

Using the communication mechanisms cited on page 7 & 8, the division will:

- Communicate the measures they are taking to remain operational and to provide a safe and healthy environment for their employees and students.
- Explain how closures and other changes will be communicated to students and parents.

## **SHARING INFORMATION WITH EMPLOYEES DURING A PANDEMIC**

Using the communication mechanisms cited on page 7 & 8, the division will:

- Disseminate critical information about the pandemic to all of its schools and worksites.
- Keep employees apprised of changes to operations within the school and school division.

## **SHARING INFORMATION WITH PARENTS AND STUDENTS DURING A PANDEMIC**

Using information provided by the official spokesperson, RRSD schools will:

- Reinforce messages from the pre-pandemic phase.
- Keep parents and students apprised of changes to school services. This messaging will provide concise, factual information regarding:
  - The impact of the pandemic on the school/school division.
  - What students/parents can expect from their school/RRSD.
  - What they can do to work with their school/RRSD.
  - When suspended services or reduced services will be restored.

Communication mechanisms cited on page 7 & 8, will be used for this purpose.

## **SHARING INFORMATION WITH THE COMMUNITY AND REGIONAL HEALTH AUTHORITY DURING A PANDEMIC**

RRSD will designate a contact who will communicate as necessary with the community and regional health authority regarding issues, needs identification, and support that RRSD schools may be able to provide.

## **SHARING INFORMATION WITH EMPLOYEES, PARENTS AND STUDENTS AFTER A PANDEMIC**

Following a pandemic, RRSD and its schools will:

- Continue to communicate with employees, parents and students regarding the return to normal operations.
- Help students and their families by identifying community resources to help cope with loss and stress.
- Communicate information regarding ceremonies schools may hold to remember deceased employees or students, and in-class programs schools may hold to help students deal with stress and the impact of the pandemic.
- Communicate strategies for catching up on missed instructional time or backlogged work.

## ***Human Resources***

These human resources guidelines have been formulated based on additional input from the following employee groups:

- Rolling River Teachers' Association
- Non-Unionized Support Staff Committee
- CUPE Local #1630 (Custodian/Cleaners)

Health experts estimate that 35 per cent of the population could become ill enough to miss at least half a day of work.

During a pandemic, RRSD will implement measures to minimize or slow the spread of influenza within its facilities. Clear, well-communicated messages will stress that coming to work while sick is discouraged. Messages will also focus on compensation issues and assurances a system is in place to cover the work of those who are ill.

RRSD will communicate Manitoba Health advice on return to school and work timelines to staff, students and parents.

### **RRSD'S RESPONSIBILITIES CONCERNING ENVIRONMENTAL HEALTH AND SAFETY**

1. The school division will continue, as far as reasonably practical, to provide a safe and healthy environment in which to carry on the division's affairs during a pandemic.
2. The school division will rely on the appropriate public health authorities (e.g. Public Health Agency of Canada, Manitoba Health, Assiniboine Regional Health Authority) to

provide advice, guidance, and support to the division on safety, health and environmental matters as resources permit during a pandemic.

3. The school division will liaise with its schools and work sites regarding pandemic mitigation, preparedness, and response and recovery action.
4. The school division will respond to requests for assistance based on a prioritized risk assessment of the issue/hazards.
5. The school division will evaluate and promote measures that are proven effective during a pandemic in protecting employees as endorsed by the public health authorities of Manitoba.

### **RRSD RESPONSIBILITIES TO EMPLOYEES**

1. Initially, if the school division is shut down, regular employees who would be scheduled to work will continue to be paid. This decision will be reviewed as the duration of the shutdown is being assessed.
2. In the event of a school closure, employees will be reassigned to other schools/facilities within the division. This decision will be reviewed as the duration of the school closure is being assessed.
3. Managers and human resources staff will work with employees and their union/association representatives to develop an efficient and appropriate reassignment process.
4. Employees who are unable to attend work due to illness will be covered by the existing sick leave provisions in appropriate collective agreements or division policies and procedures.
5. Where appropriate, employees may be requested to work from home.
6. Maintenance of payroll, pension and benefits will be given priority. In instances where inaccurate disbursements are being made, the division will take corrective steps in the post pandemic stage.
7. Employees will be educated on flu symptoms and will be required to stay home if showing symptoms.
8. In the event of a divisional or school closure, employee income and benefit information will be communicated to the affected employees.
9. In the event of a divisional or school closure, RRSD may consider deferring staff leaves for non-health reasons, for example professional development, vacation or other reasons, if staff members are needed to cover for absent employees.

## **EMPLOYEES' RESPONSIBILITIES TO RRSB**

1. Employees will be expected to:
  - a. Immediately contact their supervisor if they are experiencing any influenza symptoms.
  - b. Follow the directions of their supervisor, including immediately departing the school or work site and contacting their physician by telephone.
2. If a school or work site shutdown has been announced while the employees are at work, employees will be expected to:
  - Report to their supervisors/managers/administrators prior to leaving the school or work site.
  - Follow their supervisor's/manager's/administrator's directions, such as reporting to a temporary reassignment, or remaining away from work until notified.
  - Keep in contact with their supervisor/manager/administrator by phone or e-mail to determine the state of alert and establish when they are to return.
3. Once a re-opening of the school or work site has been announced, employees will be expected to:
  - Report to work on the identified day, unless they have been advised otherwise by their supervisor/manager/administrator.
  - If they are unable to report, they are to contact their supervisor/manager/administrator to indicate the reason (e.g. under quarantine, nursing an infected person, are ill with the pandemic influenza, etc.)

## **RRSB RESPONSE PLAN FOR EMPLOYEE ABSENTEEISM**

If the pandemic causes illness in 35 per cent of the population, employers should expect up to 25 per cent of their staff to be away from work during the peak two weeks of a pandemic wave of activity. Public health officials are using 25 per cent absenteeism rates for planning purposes. Absenteeism among staff may be due to either personal or family illness.

Rolling River School Division may consider these measures in response to high rates of employee absenteeism:

- Designate backups for key decision makers and arrange for delegation of decision making and financial authority if they are unavailable.
- Discuss possible response measures with the staff currently filling key roles.
- Document all employees' teaching, administrative or other skills and knowledge in order to determine how they can be used to backfill employees providing key services.

- Establish a system for tracking the availability of all employees for the purposes of managing and re-assigning personnel as needed.

### **RRSD RESPONSE PLAN FOR ADMINISTRATIVE ACTIVITIES ACROSS THE DIVISION**

The Rolling River School Division may consider these strategies for addressing periods of high administrative absenteeism:

- Document any administrative activities that might be added during a pandemic or might increase in terms of workload (i.e. contacting the parents of absent children, compiling and disseminating absentee information, etc.)
- Cross-train staff on any specialized or technical activities.
- Prepare written instructions so that partially trained employees or volunteers can complete essential tasks.
- Document location of key information and means of access (e.g. passwords, keys).
- Prepare to report excessive absenteeism to health officials for pandemic surveillance purposes. At a time of pandemic, Manitoba Health will provide absenteeism reporting guidelines.

### **RRSD RESPONSE PLAN FOR TEACHING ACTIVITIES**

The Rolling River School Division may consider these strategies for addressing periods of high teacher absenteeism:

#### *Replacement Personnel*

- Draw from the substitute pool.
- Use administrative personnel, retired teachers, parents, volunteers or education students to assist teachers. Have criminal record checks done well in advance.
- Have some people licensed on temporary permits in advance of the pandemic. Complete criminal record checks well in advance.
- Where it is reasonably anticipated that the existing substitute pool will be depleted and no other qualified, certified teachers are available, consider applying in advance to the Professional Certification and Student Records Unit of the Department for substitute teaching permits for persons who might potentially be called upon to temporarily replace ill staff.

#### *Alternative Service Delivery*

- Combine similar grades, since student absenteeism will likely reduce class sizes.
- Provide alternate activities that can be accommodated by fewer teaching staff.
- Be prepared to temporarily combine schools.
- Continue instruction for students who are home and well enough to do school work, including home work and/or virtual instruction on the internet with phone contact.

- Consider Saturday classes or vacation school when conditions improve to make up for lost instruction.

#### *Scale Back Services*

- Postpone or cancel classes or events when necessary.
- Close the school until service can resume at an acceptable level (as a last resort.)

## ***Information Technology***

In the event of a pandemic, the IT Department of RRSD will fulfill the following responsibilities:

1. In the shutdown scenario, the IT server and network infrastructure can normally run without on-site staff. If necessary, after two weeks staff will come to work to perform some maintenance functions.
2. In the shutdown scenario, there will be a protocol for allowing IT staff access to computer locations in all RRSD sites in order to perform maintenance and recovery functions.
3. If required, IT will provide infrastructure for off-site systems support, student, staff and public queries and other functions.
4. In all scenarios, it will be necessary to keep the web space, core data network, e-mail and other systems running.
5. Suppliers, where possible, will continue to provide normal functions and support during all phases of a pandemic.
6. In administrative systems, what IT provides will be defined by the requirements from the Superintendents' & Business departments.

## ***International Education***

In the event of a pandemic, the International Education Program will have these expectations:

1. International students studying in RRSD schools will follow all rules and procedures implemented by school division officials for Canadian citizen as well as Permanent Resident RRSD students.
2. International students studying in RRSD schools will comply with all rules and procedures implemented for Canadian citizens as well as Permanent Resident RRSD

students, pertaining to school attendance as well as for completing school work and assignments to the best of their ability in the given circumstance.

3. a) International students studying in RRSD and residing with RRSD Homestay families at the time of a pandemic, will remain in the care of their Homestay families and will continue to reside in their Homestay family homes until such time that the pandemic has ended and/or travel outside of Canada has been permitted by Canadian government authorities.
- b) Should international travel be permitted by Canadian government authorities and it is the wish of international students and their natural parents for the student to return home, RRSD will permit this.

## ***Maintenance***

In the event of a pandemic, the Maintenance Department of RRSD will fulfill the following responsibilities:

### **PRE-PANDEMIC**

- Document and review building maintenance activities and prioritize maintenance functions by the length of recovery time (a day, a week, two weeks, a month).
- Identify essential services to be continued in the event of a closure (heat, security).
- Consider any changes to maintenance during a pandemic (e.g. increased cleaning).
- Cross-train maintenance staff with regard to any specialized or technical activities, including cross-training staff who normally perform other functions and work in other buildings.
- Prepare written instructions so that untrained employees or volunteers can complete some essential tasks.
- Document the locations of critical equipment, building systems (service panels) and means of accessing them (e.g. passwords, keys).

### **DURING A PANDEMIC**

- Services will be maintained as long as possible provided there are adequate supplies and staffing levels. Cleaning of washrooms and public areas will be a priority.
- The maintenance department will promote building hygiene by following the measures outlined in Appendix D: Building Hygiene.
- RRSD will continue to rely on Manitoba Hydro and other major utility providers to provide service.
- In the event of a shutdown, only essential services will be maintained. Minimal to no snow clearing, maintenance, etc. will be done. Buildings will be monitored.

## **PERMIT HOLDERS**

All weekend and evening activities held in RRSD schools may be postponed or cancelled for the duration of the pandemic.

Depending on the severity of the pandemic, the Rolling River School Division will determine whether daytime permit holders, such as childcare facilities or nursery schools, should be permitted to continue to operate.

Rolling River School Division will advise permit holders of school closure plans and clarify their responsibility for alternative relocation.

## **SCHOOLS DESIGNATED AS EMERGENCY HOUSING**

In some situations, schools are an emergency housing alternative for other organizations (e.g. for a senior citizen residence). If that is the case, the school will inform the other organization about the potential for school closure in a pandemic and clarify the communication plan in that event.

## **ANIMALS IN THE SCHOOL**

If there are animals in the school (e.g. classroom pets, lab animals), schools will make the same kinds of arrangements that occur during holiday breaks.

*Refer to these handouts included in the government document "Preparedness Guidelines for Manitoba School Divisions and Schools (K-12):*

Appendix D – Building Hygiene

# ***Transportation***

In the event of a pandemic, the RRSD's Transportation Department will make every effort to continue to provide busing service to students.

Staffing guidelines outlined in the Human Resources section of this manual will apply to employees in the Transportation Department.

Cleaning of buses will follow the guidelines outlined in the Maintenance section of this manual.

## ***Business Department***

In the event of a pandemic, there may be a variety of financial implications for schools. These could include:

- Incremental costs associated with preparing for, responding to and recovering from the emergency. This could include the cost of substitute staff, additional supplies, alternate instruction venues, counselling and communication associated with emergency responsibilities for the school population. If extended hours for child care centres located in the school are required, there may be additional overtime costs for custodians.
- Extra costs associated with duties assigned for the broader community (if any.)

The RRSD business department will include emergency preparedness in its financial management processes. This will include:

- Budgeting processes
- Tracking preparation, response, and recovery activities and costs for:
  - Legal issues that may arise.
  - Reimbursement of eligible costs under any announced disaster recovery programs.
  - School insurance policies that may include business continuity insurance which normally covers temporary costs (e.g. temporary space) that arise from a disaster.
  - The school division will plan to track incremental costs (the extra costs due to pandemic activities, less any savings from not having to provide some services). This will be useful for planning purposes in future as well as in the event there is any level of compensation made available from the various levels of government.

MECY will continue to fund school divisions during an emergency. However, funding will be contingent on a number of factors including reasonable efforts to maintain contact with students, continue instruction and provide opportunity for student learning and progress.

## ***Recovery Plans***

A pandemic may come in two or more waves and last up to two years. It will impact the school division in a variety of ways, including:

- Significant loss of instructional time and backlog of work postponed due to the pandemic.
- Disruption of communication with students, families and others.

- Psychological stress and low morale. Individuals' coping abilities will be challenged by a variety of issues such as: deaths of colleagues, friends and loved ones, financial hardship associated with unemployment, incomplete schooling and other issues.
- Additional costs to the school.
- Permanent loss of employees and their corporate knowledge due to death or disability.

RRSD will consider developing the following as part of its schools' recovery plans:

- Strategies for catching up on missed instructional time or backlogged work.
- Continued communications with employees, parents and students regarding the return to normal operations.
- Rebuilding corporate knowledge of school and division processes or systems.
- Implementing programs for students and staff to help them deal with stress and the impact of the pandemic.
- Identifying resources for stress counselling for employees, students and their families.
- Recruiting and training of replacement employees and the temporary or permanent reassignment of employees to maintain operations.
- Compiling necessary information to participate in any financial recovery programs.

# Appendices

## APPENDIX A - Hand Hygiene

Hand washing/hand hygiene reduces the number of micro-organisms on the hands and is the most important practice to prevent the spread of infection.

### **When:**

#### **Before:**

- Direct hands-on care of others.
- Preparing, handling, serving or eating food.
- Feeding others.

#### **After:**

- Contact with items known or considered to be contaminated.
- Personal use of toilet, wiping nose or coughing.

### **Products:**

#### **Plain soap and water:**

- Recommended for routine hand washing.

#### **Alcohol-based hand rub:**

- Products containing a minimum of 60 per cent alcohol are an alternative when plain soap and water are not available, except if hands are visibly soiled.
- If hands are visibly soiled, heavy soiling should be removed before using alcohol-based hand rubs for maximum effectiveness.

### **How to wash your hands:**

#### **Using plain soap and water:**

- Wet hands under warm running water. Use either liquid or bar soap.
- Apply soap and distribute over hands.
- Rub hands together vigorously for 10 to 15 seconds to create a good lather.
- Using friction, cover all hand surfaces including wrists, fingernails, web spaces, thumbs and palms.
- Rinse under warm running water.
- Dry hands gently and thoroughly with a disposable towel.
- Turn off faucet using a clean disposable towel.

#### **Using an alcohol-based hand rub:**

- Apply two to three milliliters of the product to the palm of one hand.
- Rub hands together covering all surfaces including, wrists, fingernails, web spaces, thumbs and palms.
- The product generally dries within 15 to 20 seconds.
- Ensure hands are completely dry before performing another task.

Note: Alcohol-based products are flammable.

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**APPENDIX B – What can I do to prevent myself from getting infected  
with influenza during a pandemic?**

Public health officials expect that if a new type of influenza emerges and causes a pandemic, this virus will spread in a similar fashion to the influenza viruses that cause outbreaks each winter. Influenza is highly contagious so it spreads quickly in families and communities. There are, however, some steps you can take to reduce your risk of infection.

***Improve your overall health.***

In general, healthier people are better at fighting off disease. To stay healthy, you should eat healthy foods, get plenty of sleep, exercise and not smoke. Avoid heavy alcohol consumption and try to maintain a positive and balanced outlook.

***Wash your hands often.***

Washing hands is the most effective way of preventing the spread of disease. Get into the habit of washing your hands often with soap and warm water, scrubbing your wrists, palms, web spaces, thumbs, fingers and nails for 10 to 15 seconds. Rinse and dry with a clean towel. This should be done especially before meals, after using the toilet and after you cough, sneeze or blow your nose. Teach your children to do the same.

***Avoid visiting people who have the flu if practical to do so.***

This will help to prevent you from becoming infected. This advice must be balanced with the need to provide support and care to sick people. Caregivers looking after sick people should wear a mask when coming face-to-face with a coughing individual to minimize influenza transmission.

***Avoid large crowds.***

Remember that large crowds are ideal for the spread of influenza, so consider staying at home. Wearing masks to prevent transmission of influenza is not helpful when it is circulating in the community.

***Don't share eating utensils or drinks.***

If a family member is sick, keep their personal items (ex: towels and toothbrushes) separate from those of the rest of the family.

***Get a vaccine when available.***

Vaccination is the principal measure for preventing influenza and reducing the impact of epidemics. Various types of influenza vaccines have been available and used for more than 60 years.

### **Take Antivirals if recommended by your doctor.**

Antivirals are drugs used for the prevention and early treatment of influenza. If taken shortly after getting sick (within 48 hours), they can reduce influenza symptoms, shorten the length of the illness and potentially reduce any serious complications. Antivirals work by reducing the ability of the virus to reproduce; however, they do not provide immunity from the virus.

Antiviral drugs, given at the onset of the disease, may assist but are not likely to be available in sufficient quantities to treat the majority of the population. Planning for antiviral use during a pandemic is on going at the national level, however, it is most likely that antiviral drugs will be used at the beginning of a pandemic to treat people who become ill pending the development of a vaccine.

### **What if I think I have the flu?**

Most people with influenza recover without any serious problems. The disease can last for four to seven days and leave a cough and tiredness for several weeks. In general, there is no specific treatment for influenza. Antivirals may occasionally be prescribed by your doctor. Antibiotics are not effective against the influenza virus, although, they will be effective against complications caused by bacteria such as pneumonia. Avoid going to work or social gatherings if you are ill. Wear a mask if you need to visit your doctor. At the time of a pandemic, Manitoba Health will provide information on steps you can take to help care for yourself if you have influenza.

### **What if my child is sick?**

Like with adults, most children get better from influenza without any specific treatment. Sick children should be kept home from school and daycare. At the time of a pandemic, Manitoba Health will provide information on steps you can take to help care for your children if they have influenza.

### **DURING A PANDEMIC, IT WILL BE IMPORTANT TO:**

- Follow directions given by public health. These may change as more information becomes available about the characteristics of the particular virus causing the outbreak.
- Follow infection control procedures if caring for a person with influenza. Providing care to an individual with an influenza-like illness will be common during a pandemic. The likelihood of transmitting the disease is reduced by following basic precautions. Watch the Manitoba Health website for updates at [www.gov.mb.ca/health](http://www.gov.mb.ca/health).

*See also Questions and Answers: Public Health Measures, Vaccines and Antivirals during a pandemic, online at <http://www.govmbca/influenza/pandemic>*

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### **APPENDIX C – How can I care for myself when I have the flu?**

- Stay home and rest
- Drink plenty of fluids
- Take medication for your symptoms

NOTE: Do not give children or teenagers any products containing aspirin or ASA (acetylsalicylic acid) as it can cause a very serious illness called Reye's syndrome, which affects the nervous system and liver

- For a sore throat, gargle a glass of warm water mixed with a half-teaspoon of salt. Throat lozenges are also effective for relieving a sore throat.
- For a stuffy nose adults can take a decongestant, but consult with a health care professional such as a pharmacist, nurse or doctor. Children can be given saline nose drops.
- Wash your hands frequently.
- Ask for help-you may need to ask for help at home until you are feeling better.
- If you require further advice call **Health Links-Info Santé at 788-8200** (in Winnipeg) or toll-free **1-888-315-9257** (outside Winnipeg) or a health care provider.

#### **Should I wear a mask?**

- Ill people or those caring for them may be advised to wear a surgical mask to reduce the spread of disease.
- Wearing of masks by well people in the community is not recommended as a general measure. This is because it is unlikely to be sustainable for the entire duration of a pandemic. In addition, masks can provide false security and can lead to contamination unless properly handled.

#### **When should I see a doctor?**

- If you or your child experiences any of the following:
  - shortness of breath or difficulty breathing,
  - chest pain or pressure,
  - coughing up dark-coloured or bloody sputum,
  - wheezing,
  - extreme ear pain,
  - fever for three or more days that is not going down or if you do not start feeling better in a few days,
  - you have started to feel better and suddenly feel much worse,
  - confusion, extreme drowsiness or difficulty waking up

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## **APPENDIX D – Building Hygiene**

The following steps are recommended to maximize hygiene in schools during a pandemic. They focus on reducing the spread of viral infection. Most of these activities are standard in schools and should be under taken routinely. These activities will be equally important during a pandemic. Building hygiene should be addressed in school contingency plans, including supply and human resource management.

### **General**

- Surfaces must not show any visible soil before they are sanitized.
- Cleaning equipment should be maintained in a clean, dry state after use cloths, mop heads and other supplies should have single purpose use (floors or walls or furnishings only) and be changed when soiled after use.
- Waste baskets for disposal of soiled tissues are needed throughout the school, close to the point of use.

### **Products for Cleaning and Sanitizing**

- Cleaning with detergent and water is generally acceptable.
- Commercial household products are acceptable to sanitize environmental surfaces when used according to manufacturer's instructions.
- To prepare a noncommercial sanitizing solution, use unscented chlorine bleach:
  - for wiping surfaces, etc., mix one tablespoon (15millilitres) in four litres (35 quarts) of water.
  - for immersing dishes, toys, dishcloths, etc., mix one tablespoon (15 millilitres) in four litres (35 quarts) of water.
- Mix fresh solutions daily.
- Either liquid or bar soap can be used in washrooms. Liquid soap containers should not be "topped up"; instead, liquid soap should be supplied in disposable bags in wall containers by sinks or in small, non-refillable containers to avoid product contamination. Bar soap should be stored in racks which allow drainage of excess water (disease producing organisms can survive in stagnant water).
- Disposable (paper) towels should be used in public washrooms. If possible, install dispensers that require no hand contact to remove a towel. Individual cloth towels should not be shared.
- Provide a waste basket for towels used to open washroom doors upon exiting, or leave washroom doors open

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### **Cleaning Methods**

- Cleaning should proceed from least to most soiled cleaning solutions should be changed when they appear dirty and/or after a spill cleanup.
- Cleaning primarily involves horizontal surfaces (ex: desks, countertops, tabletops, floors) and surfaces that are frequently handled (ex: doorknobs, telephones, bathroom fixtures).

### **Cleaning Schedules**

Cleaning schedules should be established according to the type of surface to be cleaned and the type of soiling that occurs. For example:

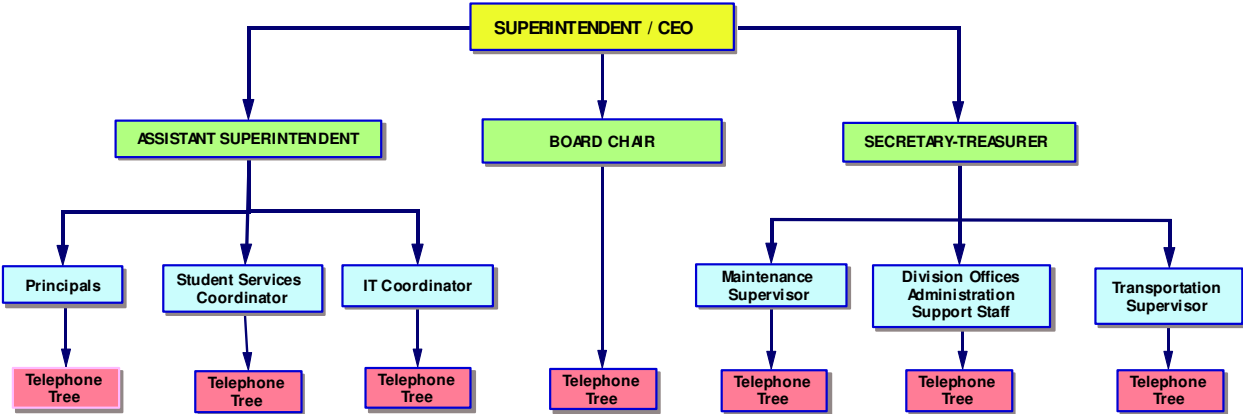
- spills - clean immediately.
- surfaces used for food preparation or diapering - clean after each use.
- kitchen, bathrooms, playroom-clean daily and as necessary.
- offices, countertops, computer keyboards, phones, appliances-clean weekly and as necessary.
- furniture, walls and carpets – follow a rotating schedule (monthly/yearly) and as necessary.
- sports equipment such as balls for games - clean weekly.
- reusable gloves – clean after each use.

### **Adequate Supplies**

Schools should plan in advance for maintaining adequate resources for infection prevention and control in schools (soap, paper towels, alcohol-based hand rubs) as there may be an interruption of supply availability.

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**APPENDIX E – Superintendents Pandemic Communication Protocol**



## **APPENDIX F – Pandemic Preparedness Guidelines Summary**

### **SCHOOL CLOSURE**

- School closure will be determined by the superintendent or designate.
- The superintendent or designate will direct schools on the process for notifying the community regarding school closures.
- The superintendent or designate will inform schools of the alternate school or location they are assigned to in the event of a school closure.

### **STAFF**

- Staff should remain at home if symptoms appear during the pandemic to reduce or minimize the spread of influenza.
- When a staff member becomes ill at school, he/she will go home immediately. If a staff member is unable to go home on their own they will report to a designated sick area. There will be immediate communication with family members if they are unable to go home on their own.
- If a staff member is late, preparations will be made to cover classes until they arrive.

### **STUDENTS**

- Students should remain at home if symptoms appear during the pandemic to reduce or minimize the spread of influenza.
- When a student becomes ill at school, they will go home immediately if contact can be made with a parent/guardian. If they are unable to go home, they will report to a designated sick area until a parent/guardian is notified.

### **EXTRA-CURRICULAR ACTIVITIES**

- Extra-curricular activities may be postponed during a pandemic to minimize the spread of influenza.

### **FIELD TRIPS**

- Field trips may be postponed during a pandemic to reduce or minimize the transmission of influenza.

## **COMMUNICATION DURING A PANDEMIC**

- Superintendent or designate will provide communication information to schools. This will include but not be limited to information regarding school closures, alternate locations, transportation, reliable websites, reliable pandemic information, information to put on websites/newsletters.
- Dissemination of information from the superintendents department at the school level will be developed. This will include but is not limited to email, daily check-in, newsletter, bulletin boards, phone tree.

## **CUSTODIAL OPERATIONS**

- Essential services will be provided by custodial staff as arranged by the maintenance department.

## **VOLUNTEERS**

- Volunteers will be permitted to assist with classroom responsibilities as long as they have submitted a child abuse record check and are on the approved list of volunteers.

## **ANIMALS**

- Arrangements to house animals should be made at an alternate location.

## **DELIVERIES**

- Deliveries will be reduced to essential services to reduce or minimize the spread of influenza.

## **VISITORS**

- Visitors will be limited to essential services to reduce or minimize the spread of influenza.

**APPENDIX G - Pandemic Preparedness Checklist**

	Completed	In Progress	Not Started	Action by
<b>Preparedness</b>				
Identify team				
Review guidelines summary				
Review checklist				
Prepare and share school response (designates, communication, timelines, location)				
<b>Student Needs</b>				
Identify students with medical conditions				
Identify students with specific needs				
Identify students requiring medication				
Identify staff who administer medication				
Identify students who require transportation				
<b>Staff Needs</b>				
Communicate self-declaration of medical information				
Identify staff who self-declare medical information				
<b>Sick Room</b>				
Allocate space				
Equip space				
Identify supervisors				
<b>Response Plan for Teaching Activities (pg. 13)</b>				
Identify replacement personnel				
Determine alternate service delivery				
<b>Essential Front Office Operations</b>				
Identify staff to maintain phone, staff/student attendance, financial business (e.g., purchase orders, cheque signing authority), other				

	Completed	In Progress	Not Started	Action by
<b>Socio-Emotional Health Support</b>				
Identify a team to deal with socio-emotional needs (e.g., anxiety, death)				
<b>Lunch Procedures</b>				
Identify a backup plan				
<b>School Phone Tree</b>				
Update and distribute phone tree				
Identify teacher-in-charge				
Submit phone tree to family of schools superintendent				
<b>Education</b>				
Promote respiratory etiquette, stop spread of germs (sneezing, washing, coughing)				

## **APPENDIX H - Contacts**

The following is a list of contacts in the Manitoba government to support your pandemic planning and respond to any need for further direction during a pandemic.

**Manitoba Education, Citizenship and Youth**      [www.gov.mb.ca/health/rha/contact.html](http://www.gov.mb.ca/health/rha/contact.html)

### **Emergency Response Co-ordination - Director**

Finance and Administration Branch

15 - 1577 Dublin Avenue

Winnipeg MB R3E 3J5

Phone: (204) 945-0668

### **Administration Issues Funding Issues - Director**

Education Administration Services Branch Schools Finance Branch

1181 Portage Ave. 511 - 1181 Portage Ave.

Winnipeg MB R3G 0T3 Winnipeg MB R3G 0T3

(204) 945-8664 (204) 945-0515

### **Instruction, Curriculum and Assessment Issues**

English - Director French - Director

Instruction, Curriculum and Assessment Curriculum Development/Implementation

W120 - 1970 Ness Ave. 309 - 1181 Portage Ave.

Winnipeg R3J 0Y9 Winnipeg R3G 0T3

Phone (204) 945-6017 Phone (204) 945-8797

### **Appropriate Education Issues - Director**

Program and Student Services

206 - 1181 Portage Ave.

Winnipeg R3G 0T3

Phone (204) 945-7911

Regional Health Authorities of Manitoba

Contact information for the 11 regional health authorities of Manitoba is found at .

### ***Supplementary Information about Influenza Planning and Communication***

[www.edu.gov.mb.ca/k12/flu](http://www.edu.gov.mb.ca/k12/flu)

## **Manitoba Health**

### **Health Service Delivery - Pandemic Influenza - Director**

Office of Disaster Management

Phone (204) 945-1444

Fax (204) 948-2531

Website: [www.gov.mb.ca/health/odm/index.html](http://www.gov.mb.ca/health/odm/index.html)

### **Online Pandemic Information**

The source for pandemic influenza information in Manitoba online is .

[www.gov.mb.ca/influenza/pandemic](http://www.gov.mb.ca/influenza/pandemic)

**Public Health**

**Pandemic Influenza Information**

Critical Issues Coordinator  
Office of the Chief Medical Officer of Health  
Phone (204) 788-6666  
Fax (204) 948-2204

**Assiniboine Regional Health Authority Info.**

**Public Health Nurses**

Lorena Gawaziuk  
Box 488  
Minnedosa, MB ROJ 1EO  
Phone: 867-8719 (Minnedosa)  
Fax: 867-5837  
Phone: 636-6802 (Erickson)  
Fax: 636-2471  
E-mail: lgawaziuk@arha.ca

**Area of Responsibility:**

Minnedosa, Erickson, Sandy Lake, Onanole, Newdale, Clanwilliam, Wasagaming, RM's of: Clanwilliam, Minto, Harrison, Odanah, East 2/3 of LGD Park, Colonies: Odanah & Cool Spring

Teresa Slon  
Box 428  
Rivers, MB ROK 1XO  
Phone: 328-6204  
Fax: 328-7130  
E-Mail: tslon@arha.ca

**Area of Responsibility:**

Rivers, Rapid City, Oak River, Cardale, RM's of: Daly, Saskatchewan, Blanshard, Colonies: Deerboine, Oak River

**Local Governments**

Check with the local government authorities in your area to determine who is responsible for emergency coordination.

**Government of Manitoba**

**Manitoba Government**

**Information on Influenza – Websites**

General influenza information: [www.gov.mb.ca/influenza](http://www.gov.mb.ca/influenza)  
Avian influenza preparedness strategy: [www.gov.mb.ca/influenza/avian](http://www.gov.mb.ca/influenza/avian)  
H1N1 Prevention efforts: [www.manitoba.ca/flu](http://www.manitoba.ca/flu)

**Manitoba Emergency Measures Organization**

1525 - 405 Broadway  
Winnipeg, Manitoba R3C 3L6  
Phone: 945-3050  
Website: [www.manitobaemo.ca](http://www.manitobaemo.ca)

**Government of Canada**

**Public Health Agency of Canada**

**Influenza Information**

Canadian Pandemic Influenza Plan: [www.phac-aspc.gc.ca/cpip-pclcpi](http://www.phac-aspc.gc.ca/cpip-pclcpi)

Avian Influenza: [www.phac-aspc.gc.ca/influenza/avian\\_e.html](http://www.phac-aspc.gc.ca/influenza/avian_e.html)

H1N1 flu information: [www.fightflu.ca](http://www.fightflu.ca)

**World Health Organization (Who)**

**Influenza Information**

[www.who.int/csr/disease/avian\\_influenza/en](http://www.who.int/csr/disease/avian_influenza/en)