

# PORTAGE LA PRAIRIE SCHOOL DIVISION



## PANDEMIC PLANNING SUMMARY DOCUMENT

*April 2009*

## **Preparing for a Pandemic - Parents**

In response to recent news reports of a possible Pandemic Influenza occurrence, the Portage la Prairie School Division feels it is appropriate to advise parents that schools within the Division will continue to operate as normally as possible in order to lessen potential disruption to society at large.

Schools will remind students and staff to take precautions to improve general hygiene in order to prevent becoming infected and from spreading infection to others. At the same time, we would also advise parents to take steps at home to limit the spreading of infection.

These include:

- 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, rulers or musical instruments with mouthpieces
- Covering your cough or coughing into your elbow
- Staying home if you are sick

Parents can access further information online by consulting the document entitled "Preparing for Pandemic Influenza in Manitoba." This document can be found online at:

[www.gov.mb.ca/health/publichealth/cmoh/docs/ppim/pdf](http://www.gov.mb.ca/health/publichealth/cmoh/docs/ppim/pdf).

***School Contact Information: Schools can provide information in this space regarding web sites and email addresses for accessing homework or home study materials as well as phone numbers, fax numbers, contact names, hours of operation, or other information as appropriate.***

## **Preparing for a Pandemic - Schools**

Schools can implement effective health practices and inform parents and others how to do so.

Schools can lessen potential societal disruption by continuing their operation as smoothly, and as normally as possible (if community members feel confident in sending their children to school, they will be able to carry on with their own work).

### **Impact on Schools**

- Employee absenteeism
- Student absenteeism
- Interruption of services and supplies and a reduction of outside supports
- Potential school closures
- Financial losses or incremental costs
- Potential spread of infection at school
- Staff and students becoming ill at school

The working expectation is that schools will continue to operate and provide an environment that is as safe as possible during a pandemic.

Decisions about school closures will remain a local responsibility as much as possible.

### **Preventative Steps**

- 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

Further information can be accessed from the document entitled “Pandemic Influenza Preparedness Guidelines for Manitoba School Divisions and Schools (K-12).” This document is available online at [www.gov.mb.ca/health/documents/pandemic\\_school.pdf](http://www.gov.mb.ca/health/documents/pandemic_school.pdf).

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**PANDEMIC PLANNING CHECKLIST**

***DIVISION***

- Inventory lists of current available substitute teachers and retired teachers.
- Burn CD of current student and staff contact information for RHA.
- Confirm list of interchangeable staff with similar duties as per the following people:
  - Group 1: Superintendent/Asst. Superintendent/Coordinator of Student Services (General Admin.)
  - Group 2: Executive Assistant/Receptionist/Secretary (Day-to-Day)
  - Group 3: Payroll Administrator/Payroll Assistant/Executive Assistant (Payroll Benefits)
  - Group 4: Manager of Business & Finance/Accounts Payable Administrator/Accounts Clerk (Financial)
  - Group 5: Operations Manager/Asst. Operations Manager/Assistant Supervisor of Transportation
  - Group 6: Computer Consultant/Network Administrator/Computer Technician
- Notify R.H.A. (Public Health: 239-3070) of any reported influenza cases.
- Notify MECY of outbreak or reported cases. (Education Admin. Services 204-945-6899)
- Instruct the following groups to institute their plans/checklists:
  1. Operations
  2. School Administrators
  3. Student Services
- Institute Media contact provisions from Crisis Response Plan.
- Senior Admin. to meet with Computer Consultant. Update on current state of communications technology at all sites. Inventory outside service providers who may assist in trouble shooting. If possible, attempt to accelerate the resolution of any current issues affecting I.T.
- As soon as reasonably possible, provide a report to the Board of Trustees on the current state of planning for the school division.
- Liaise with outside agencies (City, R.M., Province, R.H.A.) as to the current state of planning for the school division.

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***Operations***

- Inventory list of current available spare bus drivers.
- Inventory list of current available spare cleaners.
- Inventory list of current and past employees who are qualified to operate school boiler systems.
- Inventory list of current contractors who are most familiar with Portage Division Buildings.
- Determine current level of critical and non-critical supplies such as fuel, cleaning supplies, etc. Note and address any levels that could be of concern if the pandemic situation continues for an indeterminate period of time.
- Assign maintenance staff to inspect and address issues at the schools that could result in the failure of the following systems:
  1. Heating
  2. Water
  3. Electrical
  4. Air Exchange
  5. Transportation
- Confirm lists of interchangeable staff as per the following categories:
  1. Essential Maintenance -Heating, Plumbing, Electrical
  2. Cleaning
  3. Transportation
  4. Clerical/Supplies
  5. Management/Coordination
- As soon as reasonably possible, provide a written report to the Superintendent's Dept. as to the current state of planning at the Operations Department.
- Ensure that all school administrators and central office staff have current lists of applicable security codes and keys for division buildings under their supervision.

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***Student Services***

- Inventory list of interchangeable E.A.'s trained to administer to specific special needs.
- Consult with R.H.A. regarding current URIS plans.
- Inventory and request top-ups for any medical inventory necessary to address URIS plans.
- Review current transportation plans for students with mobility problems. Liaise with Operations Dept. and parents to address alternatives should qualified special needs bus drivers not be available.
- Hold staff meeting with Clinicians and Resource personnel to schedule training teams for E.A.'s regarding the schools most affected.
- As soon as is reasonably possible, provide a written summary to the Superintendent's Dept. as to the current status of planning for Student Services.
- Advise division Social Worker and Outreach Coordinator of any students restricted to their homes. Make provisions for these personnel to deliver school materials via the safest means possible.
- Have Resource Teachers liaise with Social Worker and Outreach Coordinator to provide home study access for home-bound students via the safest means possible. If home delivery is of questionable safety, staff may want to consider mailing materials or contact via the Internet.

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***School Administrators***

- Send memo to parents/guardians entitled “Preparing for a Pandemic -Parents.”
- Inventory lists of current staff with interchangeable skills according to the following groupings:
  - Teaching staff
  - Operations/Maintenance/Cleaning
  - Clerical & Secretarial
  - Educational Assistants
  - Student Services
  - Administration
- Consult with Student Services Coordinator, regarding students with special learning and/or medical needs.
- Consult with Social Worker and/or Outreach Coordinator regarding plans for home-bound students.
- Consult with Computer Consultant regarding the establishment and maintenance of web sites and email addresses for the purposes of continued communication with home-bound students as well as for communication purposes with staff and the community as a whole.
- Ensure students are receiving regular briefings regarding preventative measures.
- Distribute memo to staff entitled “Preparing for a Pandemic - Schools.”
- Contact R.H.A. regarding a list of major symptoms as per the illness of concern. Attach this list of symptoms to the above mentioned memo.
- As soon as is reasonably possible, provide a written summary to the Superintendent’s Dept. as to the current status of planning for your school.
- Inventory lists of possible community based volunteers who may be able to assist in the continued provision of school services.
- Inventory lists of home study materials available for students of differing grade and skill levels.