

PORTAGE LA PRAIRIE SCHOOL DIVISION



Pandemic Planning SUMMARY DOCUMENT

March 2020

IMPORTANT

A decision to publicly activate the Pandemic Plan will be made by the Superintendent's Department following consultation with the appropriate federal, provincial, and regional agencies. Until such time, the checklists are to be used only for internal planning. In the meantime, it is appropriate to advise students and their families as to proper preventative measures regarding influenza/COVID-19. The memos contained within this document are to be publicly released only upon being instructed to do so by the Superintendent's Department.

Checklists are intended as guidelines only. School administrators may see fit to add to them as needed. It should be noted, however, that the checklists reflect many "just in case" scenarios. If followed, they will provide a sound basis for planning. Items within the checklists are in no particular order of importance.

Preparing for a Pandemic - Parents

In response to recent news reports of a possible Pandemic Influenza / COVID-19 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 unless advised to close by provincial health authorities.

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.

Additionally, following the Manitoba Health Coronavirus information website at: <https://www.gov.mb.ca/health/coronavirus/index.html>

School Contact Information: Schools can provide information in this space regarding websites 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.

The PLPSD will take directions from Manitoba Health and Manitoba Education should school closures be ordered.

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. Additionally, following the Manitoba Health Coronavirus information website at:
<https://www.gov.mb.ca/health/coronavirus/index.html>

PORTAGE LA PRAIRIE SCHOOL DIVISION
PANDEMIC PLANNING CHECKLIST

DIVISION

- Inventory lists of current available substitute teachers and retired teachers.
- A list 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/Director of Student Services
(General Admin.)

Group 2: Executive Assistant/Receptionist/Administrative Assistants (Day-to-Day)

Group 3: Payroll Administrator/Payroll Officer/Executive Assistant (Payroll Benefits)

Group 4: Manager of Business & Finance/Accounts Payable Administrator/Accounts Clerk (Financial)

Group 5: Supervisor of Operations/ Supervisor of Transportation/Lead Hand

Group 6: Computer Consultant/Network Administrator/Computer Technician

- Notify R.H.A. (Public Health: Portage la Prairie, MB | T 204-856-2040) of any reported influenza cases / COVID-19 cases.
- Notify Manitoba Education of outbreak or reported cases. (Director of Education Administration Services)
- 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 the Computer Consultant. Update on current state of communications technology at all sites. Inventory outside service providers who may assist in troubleshooting. 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.

PORTAGE LA PRAIRIE SCHOOL DIVISION
PANDEMIC PLANNING CHECKLIST

Operations

- Inventory list of current available spare bus drivers.
- Inventory list of currently available spare cleaners.
- Contact information of current HVAC Contractor.
- 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 - 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.

PORTAGE LA PRAIRIE SCHOOL DIVISION
PANDEMIC PLANNING

Student Services

- Inventory list of interchangeable E.A. 's trained to administer to specific special needs.
- Consult with R.H.A / Public Health 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 meetings 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.
- Identify students restricted to their homes. Make provisions for personnel to deliver school materials via the safest means possible.
- Have Resource Teachers 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 the student through Google Classroom or Microsoft Classroom.

PORTAGE LA PRAIRIE SCHOOL DIVISION
PANDEMIC PLANNING

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 the Director of Student Services regarding students with special learning and/or medical needs.
- Consult with the school resource teacher regarding plans for home-bound students.
- Consult with Computer Consultant regarding the establishment and maintenance of websites 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.
- Set-up virtual classrooms (i.e. platforms such as Google Classroom, Microsoft Classroom) for students who are able to connect remotely for assignments and teacher feedback. Utilize technology to continue delivery of instruction wherever possible.
- Prepare grade-level appropriate packages for students in the event that schools are closed by a provincial directive. Set up email communication links for parents, students and teachers for the purpose of remote teaching.
- 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.