



SCHOOL DISTRICT #35 (LANGLEY)

Pandemic Response Plan

March 2020

Table of Contents

Introduction	3
Purpose	3
Pandemic Planning Committee/Emergency Response Team (ERT)	3
What is an Influenza Pandemic?	4
What are the Signs and Symptoms of Influenza?	4
What type of prevention and continuity planning is the Langley School District doing?	5
Plan Overview	5
Roles and Responsibilities:	
Superintendent of Schools	13
Assistant Superintendents, Directors, Student Support	13
Communications Manager	13
Principals and Supervisors	13
Managers of Facilities Services and Transportation	14
Manager of Health, Safety and Benefits	14
Manager of Facilities Services	15
Secretary-Treasurer	15
Assistant Superintendent, Human Resources	15
Staff	15
School Closure Decision-Making Process	16
Education and Training	16
Staff will receive information about:	
Separating Ill Students and Staff	17
Hand Washing Education	18
Health Monitoring	19
Record Keeping	19
Annual Review	19

Introduction

A pandemic is an outbreak occurring over a larger geographical area, often worldwide, affecting a large proportion of the population with elevated mortality rates. Three pandemics have occurred in the last century, the Spanish flu (1918), the Asian flu (1957) and the Hong Kong flu (1968). The Spanish Flu pandemic of 1918 resulted in approximately 40-50 million deaths worldwide.

An epidemic on the other hand, is a widespread occurrence of an infectious disease in a community at a particular time. This could be any infectious disease such as measles, whooping cough or the novel coronavirus (COVID-19).

The World Health Organization (WHO) has determined that the COVID-19 virus is an epidemic, based on the WHO's definition. At this time, WHO has declared COVID-19 as a global health emergency however, they consider the overall severity of COVID-19 to be low.

Contingency planning is essential for an effective response.

Purpose

The District is committed to providing a safe and healthy workplace for all staff and students. A combination of measures will be used to minimize exposure to pandemic viruses. Work procedures will protect staff and students within the District. It is important that all staff follow the procedures outlined in this plan and provided to staff in order to prevent or reduce exposure to pandemic viruses, including COVID-19.

Pandemic/Epidemic Planning Committee/Emergency Response Team (ERT)

A Committee was developed following a plan and using materials and processes originally developed by Dr. Terry Sullivan, retired Superintendent of Schools in Kamloops-Thompson. The plan has been refined for the Langley School District, to plan for effective educational and business continuity in the event of a pandemic or epidemic. This plan also addresses the very important topics of infection control and mitigation.

During a pandemic or epidemic, the roles of the members will shift from planning to emergency response; as identified in the *Pandemic/epidemic Period* of this response plan. Members of the current Committee:

- Gord Stewart, Superintendent of Schools
- Brian Iseli, Secretary-Treasurer
- Woody Bradford, Assistant Superintendent
- Mal Gill, Assistant Superintendent
- Barry Bunyan, Assistant Superintendent – HR
- Michelle Guillou, Director of Human Resources
- Megan Duke, Manager of Health & Safety
- Megan Zazelenchuk, Manager of Health & Wellness
- Tristan Schaufler, Director of Facilities, Transportation & Capital Projects
- Gordana Vuckovic, Manager of Facilities Services
- Jo Abshire, Communications Manager
- Ruth Castillo, Executive Assistant, School Services
- Clare Pereira, Executive Assistant, Superintendent’s Office

What is an Influenza Pandemic and Epidemic?

- An epidemic occurs when a disease affects a greater number of people than is usual for the locality of one that spreads to areas not usually associated with the disease.
- A pandemic is an epidemic of world-wide proportions.
- Pandemics can happen when an animal virus mixes or changes to result in a new virus.
- This new virus is capable of person-to-person spread because most people have little or no immunity to it.
- Influenza causes outbreaks each winter. The very young and the very old usually have the most severe illness.
- Influenza pandemics and epidemics cause more illness and more serious outcomes like hospitalization and death affecting all age groups, including young adults. This is different from usual influenza.

What are the Signs and Symptoms of Influenza?

• Fever	• Cough	• Sore Throat
• Runny nose	• Headache	• Muscle aches and pains
• Extreme fatigue	• May include diarrhea and vomiting (especially in children)	

What type of prevention and continuity planning is the Langley School District doing?

There may be large numbers of students and staff absent due to illness during a pandemic or epidemic. In some extreme cases and under the guidance of Fraser Health Authority, some schools could be closed. In order to minimize the impact of such events, the District is working on the following plan emphasizing its most important element - prevention. The plan includes:

- Educating staff and students in hand washing frequency and technique, and cough/sneeze etiquette
- Ensuring adequate soap in dispensers in classrooms that have a sink, and all washrooms
- Conducting routine cleaning of schools and district sites
- Reminding staff of the 10% illness reporting protocol and monitoring absence rates as they approach that rate
- Advising staff and students who are ill, particularly if they have a fever or diarrhea, to stay home until they are able to fully participate as they usually would in work/school activities

Plan Overview

Organization and Structure of the Plan

The main body of this plan is organized in three sections, which outline the key roles and responsibilities of personnel in the Langley School District in each of the three planning phases.

1. **Pre-pandemic/Epidemic Period:** This is the critical stage for plan preparedness. The pre-pandemic/epidemic phase is NOW, and planning efforts need to focus on education, business continuity and infection control.
2. **Pandemic/Epidemic Period:** The Provincial Health Officer (PHO) will declare when it is time to activate plans for the pandemic/epidemic phase. We cannot anticipate exactly what will happen. Plans will need to be adapted to reflect circumstances and situations as they arise.

During this phase, the key goals will be to:

- Minimize rates of illness in School District sites
- Minimize educational and business disruptions

3. **Post-pandemic/Epidemic Period:** The post-pandemic/epidemic period begins when the Provincial Health Officer declares that the pandemic is over. The primary focus of work at this time is to restore normal services, deactivate pandemic response activities, review their impact, and use the lessons learned to guide future planning activities.

Each period in the Pandemic/Epidemic Response Plan addresses the following five key components:

1. Planning and Coordination
2. Continuity of Student Learning and Core Operations
3. Infection Control Policies and Procedures
4. Communication Planning
5. Education of Staff/Student/Families

Pre-Pandemic/Epidemic Period

Pre-Pandemic/Epidemic Activities	Responsibilities
1. Planning and Coordination	
Responsibility for Langley School District plan activation	Superintendent of Schools
Update <i>Emergency Procedures Manual</i> to include a section on pandemic/epidemic influenza	Assistant Superintendent
Incorporate responsibilities and authorities of Provincial Health Officer, Ministry of Health, Fraser Health Authority and Ministry of Education in development and implementation of Pandemic or Epidemic Response Plan	Superintendent, Manager Health & Safety
Plan for an isolation room for staff and students that become ill with flu-like symptoms while at work/school (See <i>Separating Ill Students and Staff</i>)	Principals, Managers, Directors

2. Continuity of Student Learning & Core Operations

Consider impact of varying levels of student and staff absences and school closures	Superintendent, Assistant Superintendents, Assistant Superintendent HR, Principals, Managers and Directors
Consider and develop alternative procedures to ensure continuity of education	Superintendent, Assistant Superintendents, HR Principals
Develop cross training plans for essential services	
a) Education	Superintendent, Assistant Superintendents, HR
b) Payroll	Secretary Treasurer
c) Custodial	Manager of Facilities Services
d) Communications	Communications Manager, Superintendent, Manager Health & Safety
e) Transportation	Manager of Transportation

3. Infection Control Policies & Procedures

Implement infection control practices and procedures that help limit the spread of infection	Manager Health & Safety, Manager of Facilities Services
Ensure that schools and district sites have an adequate supply of hand soap and paper towels	Manager of Facilities Services
Order additional cleaning supplies and ensure custodial staff are trained in pandemic cleaning procedures	Manager of Facilities Services
Advise staff and students that are sick with flu like symptoms to remain at home	Principals, Managers, Directors
Educate children and staff on proper hand washing and cough/sneeze etiquette	Principals, Teachers, Managers, Directors
Maintain a healthy work environment by posting tips on how to stop the spread of germs	Principals, Teachers, Managers (information to be provided by Manager Health & Safety via Communications Manager)
Advise Assistant Superintendent when $\geq 10\%$ of school population (staff & students) is away ill.	Principals

4. Communication Planning

Develop and maintain contacts with MHO, Community Service Providers, Ministry of Education, and City Officials	Superintendent, Communications Manager, Manager Health & Safety
Post relevant information on Langley School District website regarding Pandemic Planning	Communications Manager in conjunction with Manager Health & Safety
Establish method of communication with students and families to receive immediate information if child needs to be sent home or if school or facility is closing	Superintendent, Communications Manager, Assistant Superintendents
Advise Board of Education, Managers and School Administration on influenza surveillance and preventative measures	Superintendent, Manager Health & Safety
Advise staff, students and families of that Pandemic/Epidemic information is posted on the Langley School District website	Principals, Managers, Directors
Ensure that parents/guardians have provided up to date contact information to the school	Principals, IT Director
Discuss Pandemic Influenza with staff including prevention, signs symptoms and response <ul style="list-style-type: none"> • at your health and safety committee meetings • and at staff meetings 	Principals, Managers, Directors
Media communications	Communications Manager

Pandemic/Epidemic Period

<i>Pandemic/Epidemic Activities</i>	<i>Responsibilities</i>
1. Planning and Coordination	
<p>If school trips are planned, determine how children will be isolated and sent home should they become ill with flu like symptoms.</p>	<p>Principals (see <i>Separating Ill staff and Students</i>) Manager Health & Safety, Manager Transportation Services</p>
<p>Closing of schools may be required as directed by the Provincial Health Officer or Fraser Health Authority Medical Health Officer.</p>	<p>Superintendent, Assistant Superintendent, Principals, Communications Manager, Manager Health & Safety</p>
<p>School trips and school evening user groups may be cancelled.</p>	<p>Superintendent, Principals, Manager, Purchasing & Logistics</p>
<p>Schools may be used by officials for clinics, hospitals, daycare centres etc.</p>	<p>Ministry of Health, City/Township of Langley, Superintendent, Communications Manager, Director Facilities and Transportation Services</p>
<p>Depending on staffing or student shortages, classes may need to be combined</p>	<p>Principals</p>
<p>Bus routes may need to be combined due to driver and/or student shortages.</p>	<p>Manager of Transportation</p>
2. Continuity of Student Learning & Core Operations	
<p>Evaluate capability of student learning continuity: adjust as needed</p>	<p>Assistant Superintendents, Principals</p>
<p>Reinforce cross training to ensure continuity of core operations</p> <ul style="list-style-type: none"> a) Education b) Payroll c) Custodial d) Communications 	<p>Assistant Superintendents Secretary Treasurer Manager of Facilities Services Communications Manager, Superintendent, Assistant Superintendents</p>
<p>Schools may be closed</p>	<p>Superintendent, Assistant Superintendent, Principals, Communications Manager, Manager of Facilities Information and Security</p>
<p>School trips may be cancelled</p>	<p>Superintendent, Assistant Superintendents, Principals</p>

3. Infection Control Policies & Procedures

Continued use of infection control practices and procedures that help limit the spread of infection	Manager Health & Safety Manager of Facilities Services
Ensure that schools and Facilities Services have an adequate supply of hand soap and paper towels	Manager of Facilities Services
Advise staff and students that are sick with flu like symptoms to remain at home	Principals, Managers, Directors
Restriction of community, volunteer & visitors to schools & facilities	Principals, Managers, Directors
Routine cleaning of schools and contact surfaces	Manager of Facilities Services
Review infection control practices	Pandemic Response Team
Plan for children away on school trips to be isolated and/or sent home if they become ill	Principals, Teachers (<i>See Separating Ill staff and Students</i>)
Ongoing Education for children and staff on proper hand washing and cough/sneeze etiquette	Principals, Teachers, Managers
Advise Assistant Superintendent when $\geq 10\%$ of school population (staff & students) is away ill.	Principals
Separation of ill students and staff until they can be sent home.	Principals, Managers, School Staff

4. Communications Planning

Media communications - Continue to work closely with Fraser Health Authority, Ministry of Education, and City officials	Communications Manager Manager Health & Safety, Superintendent
Maintain and evaluate Langley School District website for information on Pandemic/Epidemic Planning	Communications Manager, Manager Health & Safety
Maintain method of communication with students and families to receive immediate information if child needs to be sent home or if school or facility is closing	Principals (under direction of Superintendent or designate). Communications Manager
Continue to provide the Board of Education, Managers and School Administrators with information on influenza surveillance and preventative measures	Superintendent, Communications Manager, Manager Health & Safety
Remind staff, students, volunteers and families of the Langley School District website	Principals, Managers, Directors
If school is open, provide information on school website or in school newsletters	Principals

5. Educate Staff/Student/Families

If school is open, increase awareness by informing through bulletins etc., advise of School District website, communicate with DPAC	Communications Manager, Manager Health & Safety, Principals
---	---

Post-Pandemic/Epidemic Period

<i>Post-Pandemic/Epidemic Activities</i>	<i>Responsibilities</i>
1. Planning and Coordination	
Re-opening of schools	Fraser Health Authority, Superintendent, Manager Health & Safety, Principals, Director Facilities & Transportation Services
Resumption of business activities	Superintendent, Secretary-Treasurer, Principals, Managers, Directors
Depending on staffing shortages, classes may need to be combined	Principals, HR
Plan for bus driver shortages and combining routes	Manager of Transportation
2. Continuity of Student Learning & Core Operations	
Evaluate capability of student learning continuity: adjust as needed. May take some time for schools to be re-opened	Assistant Superintendent, Principals
Communications	Superintendent, Communications Manager, Manager Health & Safety
Resumption of school classes and activities	Superintendent, Assistant Superintendents, Principals

3. Infection Control Policies and Procedures

Continue with infection control practices and procedures that help limit the spread of infection	Manager Health & Safety Manager of Facilities Services
Ensure that schools and district sites have an adequate supply of hand soap and paper towels	Manager of Facilities Services
Advise staff and students that are sick with flu like symptoms to remain at home	Principals, Managers, Directors
Continue to review infection control	Manager Health & Safety Manager of Facilities Services
Ongoing education for children and staff on proper hand washing and cough/sneeze etiquette	Principals, Teachers, Managers, Directors
Advise Assistant Superintendent when $\geq 10\%$ of school population (staff & students) is away ill	Principals
Separate ill students and staff	Principals, Managers, Directors

4. Communication Planning

Media communications	Communications Manager
Continue to work closely with Fraser Health Authority, Ministry of Education and City Officials	Manager Health & Safety Superintendent, Communications Manager
Maintain and evaluate the Langley School District website for information on Post- Pandemic/ Epidemic Recovery Phase	Communications Manager, Manager Health & Safety
Maintain method of communication with students and families to receive immediate information if child needs to be sent home or if school or facility is closing	Principals, Communications Manager, Manager Health & Safety
Prepare for Critical Incident Response if there have been deaths among students and staff	District Principal – Student Support Services, Critical Incident Response team, Principals/Manager, Manager Health & Safety, Assistant Superintendent HR

5. Educate Staff / Student / Families

Direct staff, students and families to information on the Langley School District website	Communications Manager, Health & Safety Manager, Principals, Managers, Directors
Use school website, listserv or newsletter to provide information to students and families	Principals
Keep staff informed	Principals, Managers, Directors (information to be supplied by the Manager Health & Safety via Communications Manager)

Roles and Responsibilities

Superintendent of Schools

1. Langley School District Pandemic/Epidemic Plan Team Lead.
2. Activate Langley School District Pandemic/Epidemic Plan.
3. Direct school closures.

Assistant Superintendents, Directors, Student Support

Develop and maintain education plans for implementation if schools are closed and/or teaching or support staff, critical to program delivery, are away due to pandemic or epidemic.

Communications Manager

1. Spokesperson for all school district related pandemic or epidemic issues.
2. Maintain and distribute electronic communication provided by the Manager Health & Safety.

Principals and Supervisors

1. Educate all staff and students about proper hand washing practices. Resources are available on the Langley School District Health & Safety webpage (StaffNet > Human Resources > OH&S > Communicable Disease Information).
2. Educate all staff and students about cough/sneeze etiquette. Resources are available on the Langley School District Health & Safety webpage (StaffNet > Human Resources > OH&S > Communicable Disease Information).

3. Advise staff and students not attend work or school when exhibiting flulike symptoms (fever, vomiting or diarrhea).
4. Separate students that become ill at school until they can be sent home.
5. Discuss pandemic/epidemic planning at monthly safety committee meeting.
6. Advise DPAC and parents about the Langley School District's plans for pandemic and epidemic communicable diseases, including website communications and personal preparedness.
7. If greater than 10% of the school population (staff & students) is absent due to illness, or if more than 10% of students in a classroom are reporting ill with similar symptoms, report to your Assistant Superintendent.
8. Monitor routine cleaning and infection control practices are happening in the schools and district sites. If concerns arise, contact Manager of Facilities Services.
9. Ensure that parents/guardians have provided up to date emergency contact information to the school.

Director of Facilities & Transportation Services

1. Continuation of core building functions.
2. Transportation plan for rural students and students with special needs.

Manager Health & Safety

1. Develop and maintain pandemic/epidemic plan with input from planning committee and key stakeholders.
2. Provide key information for the Board of Education on pandemic/epidemic response plan.
3. Provide districtwide support, advice and expertise to schools and district sites on communicable disease initiatives and events.
4. Maintain liaisons with other school districts, Health Authorities, Ministry and City officials.
5. Develop, implement and review infection control plan.
6. Advise and report to the District Health and Safety Committee on plans and preparedness.
7. Provide Communications Manager with information to be posted on the Langley School District website.

Manager of Facilities Services

1. Ensure custodial staff are trained in the use of cleaning chemicals provided any special contact disinfection techniques for all three pandemic/epidemic phases.
2. Ensure custodial staff has appropriate personal protective equipment, training on use and care of equipment and cleaning supplies during all three phases of the plan.
3. Ensure adequate supply of soap and paper towels for increased hand washing vigilance during all three pandemic/epidemic phases.
4. Review infection control program in conjunction with the Manager of Health & Safety.

Secretary-Treasurer

1. Develop and implement key financial functions.
2. Key liaison with all business functions.

Assistant Superintendent Human Resources

1. Assist departments with the development and implementation of cross-training strategies.
2. Develop and implement specific employee work policies for use during a pandemic/epidemic.

Staff

Staff will need to follow communicable disease reduction strategies including staying home if they are not well enough to fully participate in regular school activities due to illness, practice good hand hygiene by washing their hands with soap and water regularly and coughing or sneezing into their elbow or a tissue (tissues should be disposed of in a lined waste paper basket, and then hands washed).

In elementary schools, staff must report classroom illnesses in excess of 10% to their supervisor who must report that to their Assistant Superintendent.

Students who are exhibiting signs or symptoms of fever, vomiting, or diarrhea should be sent by staff to the office for assessment and may be sent home.

School Closure Decision-Making Process

1. The Provincial Health Officer will direct the province when it is time to activate pandemic plans. The Medical Health Officer for Fraser Health Authority will direct the District if closure of specific district site(s) is/are required. If, to minimize the spread of infection, activation of these plans is to include school closures, the Medical Health Officer will advise the Superintendent of Schools.

OR

2. The Ministry of Education can direct that school closures occur to reduce the spread of infection in the school population or for other public health reasons.

EXAMPLE: A student or staff member has tested positive for the pandemic virus:

1. CDC informs: → Provincial Health Officer and Medical Health Officer (MHO)
2. MHO Informs: → Superintendent of Schools
3. Superintendent of Schools informs: → Ministry of Education
4. The Superintendent of Schools, in consultation with the Medical Health Officer, the Ministry of Education and the school principal, will determine whether the school should be closed, based on criteria established by the Ministry of Education.

Education and Training

If advised by Public Health, the Manager of Health & Safety through the Principal will inform Site Based Staff. Staff will receive information about:

- the risk of the pathogen in schools and the community,
- the procedures to be followed to minimize risk of contracting the specific pathogen,
- the importance those with high risk of complications having a pre-developed response plan in case they develop symptoms of the pathogen,
- how to report illness rates in excess of 10% in either a classroom at the elementary level or as a whole school for all district sites
- how to find more information from public health on the pathogen in the community.

Separating Ill Students and Staff

1. Sick students and staff should always be required to stay home. Students and staff who appear to have symptoms of illness including fever, vomiting or diarrhea at arrival or become ill during the day must be promptly separated from other students and staff and sent home.
2. Schools should regularly update contact information for parents so that they can be contacted more easily if they need to pick up their ill child.
3. Staff should be encouraged to provide emergency medical contact information to their Principal or Manager and First Aid Attendant for use in cases of emergency.
4. Recognizing that space is often in short supply, early planning on the location for a sick room is essential. Most sites have a medical room that can be used for this purpose; however, it is important for the site to have a secondary room available in the event that there are several ill students. This room should not be one commonly used for other purposes; for example, the lunchroom during non-mealtimes. It should not be a space through which others regularly pass. It is not necessary for this room to have a separate air supply (HVAC) system. Ill persons should be placed in well ventilated areas and placed in areas where at least 2 meters or 6 feet of distance can be maintained between the ill person and others.
5. A limited number of staff should be designated to supervise ill persons until they can be sent home. These supervisors should not be at increased risk of influenza complications (for example, pregnant women or persons that have a chronic illness) and they should be familiar with infection control recommendations to prevent spread of influenza.
6. Staff who act in this capacity are to maintain a safe distance (2m) when possible and wash their hands thoroughly after any contact with an ill person. Adequate hand washing supplies and facilities should be readily available.

Hand Washing Education

Washing hands with soap and water is always preferred to any other method of hand sanitization. Washing your hands properly consists of the following steps when an air drier is available:

1. Remove jewelry and watches from fingers and wrists.
2. Wet hands under running water.
3. Apply soap and vigorously rub hands together for 10 seconds to produce lather.
4. Wash all surfaces thoroughly, including wrists, palms, backs of hands, between fingers and thumbs, and under fingernails, for 20-30 seconds.
5. Rinse hands one at a time with fingers pointing downward.
6. Turn off tap with elbow if not an automatic shut off.
7. Dry hands by placing them under the air drier and rubbing them together until dry. If the air drier has a button to turn it on, be sure to push it with your elbow, not hands.

Washing your hands properly consists of the following steps when an air drier is not available:

1. Remove jewelry and watches from fingers and wrists.
2. Wet hands under running water.
3. Apply soap and vigorously rub hands together for 10 seconds to produce lather.
4. Wash all surfaces thoroughly, including wrists, palms, backs of hands, between fingers and thumbs, and under finger nails, for 20-30 seconds.
5. Rinse hands one at a time with fingers pointing downward.
6. Dry hands with a disposable towel.
7. Turn off the water with the same towel used to dry your hands. Do not turn off taps with solely your hands as this will only re-contaminate them.
8. Dispose of the towel in the nearest waste basket.

ONLY in the event that no running water and soap are available, and hands are not contaminated with visible dirt, hands may be sanitized with an alcohol based sanitizer ($\geq 60\%$ ethanol). Sanitizing your hands with waterless hand sanitizer consists of the following steps:

- * Students should only use sanitizers under the supervision of school staff. *
1. Remove jewelry and watches from your fingers and wrists.
 2. Apply an alcohol-based hand sanitizer to your hands.
 3. Rub all surfaces thoroughly, including wrists, palms, backs of hands, between fingers.
 4. Do not touch eyes, nose or mouth until after product has evaporated.

Health Monitoring

Schools and district sites must be report illness rates of 10% of the total population (staff & students) and include symptoms when known to their Assistant Superintendent. The District will then pass on this information to the Fraser Health Authority if warranted.

In an effort to minimize spread of infection, elementary classrooms within excess of 10% of absences due to similar symptoms should report the class to their Assistant Superintendent. The Manager of Facilities Services will coordinate targeted cleaning of affected rooms if criteria for surface contact cleaning has been met. Facilities Services will ensure staff on site will have sufficient and appropriate product and instructions to perform targeted cleaning of common surface contact points.

Record Keeping

The Health & Safety Department will maintain a spreadsheet with information received from all district sites during a pandemic or epidemic.

In addition, first aid records will be maintained.

Annual Review

The Pandemic/Epidemic Response Plan will be reviewed annually and updated as required or as new information becomes available.