



KAWARTHA PINE RIDGE
DISTRICT SCHOOL BOARD

Kawartha Pine Ridge District School Board

Pandemic Preparedness Plan

January 2007
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Executive Summary

Background

Influenza pandemic is essentially an outbreak occurring over a large geographical area, often worldwide, affecting an exceptionally large proportion of the population. Experts are certain that future pandemics will occur; although, the timing and pattern is unpredictable. Therefore, contingency planning is essential for an effective response.

Current Status

The pandemic (H1N1) 2009 influenza virus (pH1N1) has rapidly spread across the world. In Ontario, the majority of confirmed cases of the pandemic strain have been reported in healthy young adults and most cases have been mild.

Guiding Principle

The Kawartha Pine Ridge District School Board's Pandemic Preparedness Plan, and the responses set out within, have been developed to support one central goal: safeguarding the health and welfare of students, staff and community in a manner that reflects the Board's core values.

Purpose

The purpose of the Board's pandemic planning is to provide direction and guidance in the event of a pandemic emergency. To that end, decisions and activities undertaken throughout a pandemic phase will be based on this plan's stated Guiding Principle. Ongoing decision making will also, to the most reasonable extent possible, be made in a consultative manner with the Board's associated employee associations.

School Operations

During a pandemic, the Education Centre and schools will be open and in operation during normal school hours, unless otherwise directed to ensure student and staff wellness and safety.

Pandemic Emergency Management Committee

During a pandemic, a Pandemic Emergency Management Committee, consisting of Supervisory Officers, will manage matters related to a Pandemic Emergency.

Program Support for High Needs Students

The Board's pandemic preparedness planning contemplates measures to support all the students within its care.

Student Absence

Routine monitoring of student absenteeism will continue throughout the pandemic phase. The normal process of reporting to the local Health Unit any student absence rates that reaches or exceeds 10% of student overall enrolment in elementary and 10% overall enrolment in secondary schools will continue.

Key Messages

- The Kawartha Pine Ridge District School Board is well prepared for a pandemic. Our plan is completely open to staff, parents, students and the community for their information.
- During a pandemic, we will follow the advice and guidance of provincial and local public health officials who have the expertise to assess the level of health risk posed by a specific situation.
- Our priority during a pandemic is to keep schools open as long as it is safe to do so. Non-essential services may be halted to focus on providing the most necessary services to our community.

Evaluation Criteria

The effectiveness of the Board's pandemic preparedness planning will be evaluated periodically throughout the active pandemic phase.

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1. Introduction

Influenza pandemic is essentially an outbreak occurring over a large geographical area, often worldwide, affecting an exceptionally large proportion of the population. Experts are certain that future pandemics will occur; although, the timing and pattern is unpredictable. Therefore, contingency planning is essential for an effective response.

A pandemic is any infectious disease that spreads quickly. A likely form of pandemic might be influenza—pandemic flu is a new highly infectious viral respiratory illness that occurs when a new strain of the flu virus appears and spreads quickly. Humans will have little or no immunity to this new virus.

Experts can't predict when the next pandemic might occur, but historically they happen three to four times every 100 years. The World Health Organization (WHO), and federal, provincial and local health authorities have begun pandemic preparedness planning.

Experts say that it's possible that 40 to 60 per cent of staff will be absent from work at some point during the pandemic. Significant absenteeism may contribute to the disruption of services provided by the Kawartha Pine Ridge District School Board.

The world is planning for the next pandemic. The World Health Organization, Health and Welfare Canada, the Ministry of Health and Long Term Care, the municipalities and public agencies within the Kawartha Pine Ridge District School Board have commenced pandemic preparedness planning and are encouraging all major employers to do the same.

Based on information taken from previous pandemics, the impact of a pandemic influenza in Kawartha Pine Ridge District School Board could be significant. The Board is being advised by all levels of government to consider the following predictions during its planning:

- the possibility that 40 - 60% of students or staff will be absent at some point during the course of the pandemic
- a 1-2% death rate among staff and students who contract the virus
- two distinct waves of illness, 3-9 months apart and each lasting 6-8 weeks

The World Health Organization identifies the following pandemic cycle.

Period	Phase	Characteristics
Preparedness	Phase 1	<ul style="list-style-type: none"> No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection is present in animals.
	Phase 2	<ul style="list-style-type: none"> No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses substantial risk of human disease.
	Phase 3	<ul style="list-style-type: none"> Human infection(s) with a new subtype, but no human to human spread or at most rare instances in close contact only.
	Phase 4	<ul style="list-style-type: none"> Small cluster(s) with limited human to human transmission but spread is highly localized, suggesting the virus is not well adjusted to human hosts.
	Phase 5	<ul style="list-style-type: none"> Larger cluster(s) but human to human spread still localized, suggesting the virus is adapting to humans, but may not yet be fully transmissible (substantial pandemic risk).
Response	Phase 6	<ul style="list-style-type: none"> Increased and sustained transmission to the general public.
Recovery	Phase 7	<ul style="list-style-type: none"> Return to pandemic preparedness period.

The Kawartha Pine Ridge District School Board has commenced planning internally and externally by:

- working with the Peterborough Victoria Northumberland and Clarington Catholic District School Board and local health authorities to coordinate interagency planning
- establishing a preparedness planning committee to manage ongoing pandemic-related issues
- having departments/locations commence the preplanning phase to ensure an appropriate preparedness level
- meeting with all union and association groups to establish a consultative approach to pandemic planning.

Current Status

The pandemic (H1N1) 2009 influenza virus (pH1N1) has rapidly spread across the world. In Ontario, the majority of confirmed cases of the pandemic strain have been reported in healthy young adults and most cases have been mild. People between 5 and 24 years of age comprise a larger proportion of cases compared to other age groups. Younger children are most at risk of acquiring infection, presumably due to difficulty in maintaining routine practice in hand hygiene and appropriate coughing /sneezing etiquette.

2. Purpose and Guiding Principle

Guiding Principle

The Kawartha Pine Ridge District School Board's Pandemic Preparedness Plan, and the responses set out within, have been developed to support one central goal: safeguarding the health and welfare of students, staff and community.

Purpose

The purpose of the Board's pandemic planning is to provide direction and guidance in the event of a pandemic emergency.

The Board as the employer is committed to conducting itself in accordance with the Education Act and all other relevant legislation, including the Ontario Human Rights Code.

It is impossible to contemplate or resolve in advance all of the issues which may arise during a pandemic. To that end, decisions and activities undertaken throughout a pandemic phase will be based on this plan's stated Guiding Principle. Ongoing decision making will also, to the most reasonable extent possible, be made in a consultative manner with the Board's associated employee associations.

3. General School Operations

- 3.1 During a pandemic, the Education Centre and schools will be open and in operation during normal school hours, unless otherwise directed to ensure student and staff wellness and safety.
- 3.2 During a a pandemic emergency, the Pandemic Emergency Management Committee, in consultation with the appropriate Superintendent, the Principal of Special Services, and the Principal of each school, will decide whether or not there are enough support employees or other persons present to assist teachers in ensuring the safety and welfare of students. The individual situation of students requiring accommodations under the Ontario Human Rights Code will be treated on a case-by-case basis in response to the specific needs of each student.
- 3.3 If the Director of Education has reason to believe that keeping a school open might endanger students, employees or public, then that school may be closed.
- 3.4 If the Director of Education decides to close a school or workplace, the students involved will not be permitted to enter, or to remain in, the school. The principal, vice-principals, teachers, and any working support employees may be reassigned.
- 3.5 Unless the school is closed, the decision whether or not students will attend school during a pandemic emergency is left to the students and their parents.
- 3.6 The Board has a statutory responsibility to maintain school operations and schools will therefore make every effort to be open during a pandemic. However the Provincial Government and its agencies will likely determine if and when schools are closed during a pandemic. In the absence of government direction, the Board may not be able to operate a school or group of schools safely due to lack of staff and may require the Director of Education to order a school's temporary closure or consolidation with another school.
- 3.7 Schools will be re-opened, after closure resulting from pandemic response, in consultation with local health authorities. Schools will also be stringently disinfected after any period of closure.
- 3.8 The potential exists that Board may be required to turn over their schools for various health purposes (care and treatment) during a pandemic. If this situation occurs, the Director of Education may be required to order a school's temporary closure or consolidation with another school.
- 3.9 Principals will make every effort to ensure accurate student attendance record keeping during a pandemic.

- 3.10** Depending on the number of employees available, the school program will be offered in as normal a manner as possible. This will vary from school to school and will be subject to daily review by the principal and the superintendent.
- 3.11** Study areas, library resource areas and other adequately supervised areas will be open to students coming to school.
- 3.12** In the event of unexpected circumstances, for which action is difficult to determine, principals or managers should consult the Pandemic Emergency Management Committee.
- 3.13** Established and qualified school volunteers will be welcomed as part of normal school operations throughout a pandemic.

4. Pandemic Emergency Management Committee

During a pandemic, a Pandemic Emergency Management Committee, consisting of the following Supervisory Officers, will, in consultation with the Superintendents of Education: Student Achievement (schools), manage matters related to a Pandemic Emergency:

Director of Education
Superintendent of School Operations
Superintendent, Human Resource Services
Superintendent, Business and Corporate Services
Superintendent, Teaching and Learning
Communication Officer- Public and Corporate Affairs

The primary functions of the Pandemic Emergency Management Committee include:

- Making operational decisions;
- Providing direction and counsel to principals and managers;
- Referring matters to the Board for decision-making;
- Receiving input from individual trustees;
- Reviewing and authorizing communication;
- Providing trustees with appropriate background data and any other information or assistance which may be required.
- Decision making that will, to the most reasonable extent possible, be made in a consultative manner with the Board's associated employee associations.

The Superintendents of Education: Student Achievement (schools), the Manger of Central Services, the Communications Officers - School Liaison & Organizational Communications, the Executive Assistant to the Director, and other staff, will act as resource persons to the Pandemic Emergency Management Committee, as required.

5. Program Considerations

5.1 Critical Incidence Responses During a Pandemic

In the event of a pandemic, it is imperative that pro active and supportive arrangements have been established for timely implementation as required.

For the purposes of planning an appropriate response to a serious tragic event affecting members of a Kawartha Pine Ridge District School Board school community, the definition of a critical incident will be restricted to “the death of a student or staff member”. Other distressing or stressful situations shall be deemed crisis and will not fall within this mandate.

Immediately upon learning details of a critical incident, the principal of the school with the critically ill/injured or deceased student or staff member will contact, **the Director of Clinical Services (D. Shattuck), at 1-877-741-4577, extension 2179 or 2176**, for consultation, support, collaboration and facilitation of the Critical Incident Response.

If **the Director of Clinical Services** is unavailable please contact Principal of Special Services at extension 2175 for assistance.

5.2 Special Needs Students

For some individual students, with physical, medical, or behavioural needs, a plan to support safe attendance will be required. There will also be a number of high needs students with significant physical, medical and other safety needs where program may not be able to be maintained. The decision that the student will not be able to attend during a a pandemic emergency will be based on individual student needs and in consultation with the individual parents/guardians.

5.3 Adult and Alternative Education - Credit, ESL, ABL and International Languages

All credit and non-credit programs under Adult and Alternative Education will continue to operate where possible.

5.4 Learning Resource Centre

- a) During a pandemic emergency, resources such as audio-visual tapes, films, materials, and equipment may not be available from the Learning Resource Centre.
- b) The Learning Resource Centre will be open to teachers and supervisory employees during regular working hours. There may be limitations on the booking of resources dependent upon available employees.

5.5 Co-Operative Education

Students on co-operative placements will continue. However, where the placement of a student is with an employee on sick leave, an alternative placement or in-school component should be arranged by the principal.

5.6 Out-of-Classroom Activities

Any activities which take students and teachers from regular classroom instruction may continue if the required supervision is available. The principal will decide if an out-of-classroom activity should be rescheduled due to general employee and student absentee rates, lack of supervision or safety concerns.

5.7 Co-instructional Activities (e.g. Drama, Music, Sports Events Outside of Regular Classroom Programming)

Co-instructional activities may continue until the pandemic emergency is over so long as the principal is able to make special arrangements, if necessary, with available employees or other qualified volunteers.

5.8 Professional Activity Days

Professional development activities for employees may be suspended.

5.9 Student Assignments and Homework

Every effort will be made to provide assignments to students whose parents voluntarily withdraw their child from school during a pandemic. These assignments will be included as part of program assessment and evaluation.

5.10 Child Care Centres, Full Day, or Before and After Care

Child care programs may continue. The Board's ability to provide custodial services may be impacted during a pandemic. Facilities Management will keep Child Care Operations informed.

5.11 Safe Arrival Program

Safe arrival programs may be modified. Communication with parents may focus on having parents notify the school in the event that their child will be late or absent. Due to staff shortages automated systems may be utilized.

5.12 Outdoor Education

Outdoor Education Centres may not be open. Attempts will be made to reschedule classes. Staff may be reassigned.

5.13 Home Instruction

Home instruction would continue as scheduled/planned unless disrupted through absenteeism.

6. Program Support for Students with High Needs

There are students in some schools who have or are likely to have a High Needs claim and have currently qualified for some support through the PRIORITIZATION OF SUPPORTS FOR STUDENTS WITH HIGH NEEDS CLAIMS. The following is a review of the prioritization of support to students:

1. Medically fragile
2. High Physical Needs (requires ongoing and intensive support and includes deaf/hard of hearing and blind students)
3. Safety - self and others
4. Behaviour

Many students may require special consideration to enable continued attendance during a Pandemic.

Guidelines to Support Attendance

1. Safety is paramount.

2. Some programming, such as physical therapy, may not continue if it is not deemed essential to maintaining the student's safety.
3. The decision to support attendance will be based on individual student needs.
4. Communication will be with individual parent(s)/guardian(s) and not by general notice or instructions to a group of parents.
5. Alternative supports may be available from one or more of the following sources:
 - a) Parents (especially for feeding and toileting);
 - b) Other responsible family members;
 - c) Volunteers already in place;
 - d) Staff who have provided the support from time to time as part of their regular duties;
 - e) Staff volunteers;
 - f) Regrouping students; and
 - g) Re-organizing classrooms, programs and/or teaching assignments.

Guidelines to Support Students Who Are Not Able to Attend

1. Safety is paramount.
2. The safety and welfare of a small number of high needs students, with significant physical, medical or other safety needs, may not be able to be maintained.
3. The decision that a student will not be able to attend during a pandemic emergency will be based on individual student needs in keeping with the provisions of the Ontario Human Rights Code. Should the principal be faced with this decision, the principal will notify the Superintendent of Education: Student Achievement and the Principal of Special Services.
4. Communication will be with individual parent(s)/guardian(s) and not by general notice or instructions to a group of parent(s)/guardian(s).
5. Teaching staff will provide in consultation with the parent(s)/guardian(s) a list of appropriate learning activities that students with high needs may complete at home. The following are examples of some appropriate activities:
 - a) reading to or with the child;
 - b) writing phone messages, post cards, or shopping lists together;
 - c) viewing educational television programs or videos;
 - d) completing drawings or other artwork;
 - e) maintaining a routine at home and creating a special place to complete school work;
 - f) using "hands-on" materials to count and solve problems;
 - g) playing games together that support the child's learning;
 - h) incorporating praise and encouragement;
 - l) visiting public facilities together such as a community pool and the public library.
6. Whenever possible, teaching staff should also provide the appropriate resources and materials to support the suggested learning activities.

7. Student/Staff Absence Reporting & Workplace Safety Concerns

7.1 Student Absence

Routine monitoring of student absenteeism should continue throughout the pandemic phase. The current process of reporting to the local Health Unit any student absence rates that reaches or exceeds 10% of student enrolment in elementary schools and 10% overall enrolment in secondary schools will continue.

7.2 Employee Absence

SmartFind, (the Substitute Employee Management System (SEMS)), will operate during a pandemic emergency for all staff including occasional teachers. All staff will report their absence through SEMS.

7.3 Employee Safety Concerns

Where employees have raised safety concerns regarding assigned tasks, the Pandemic Emergency Management Committee will seek to resolve in a manner consistent with this plan's stated purpose of consultative management with the Board's associated employee associations where possible, and reflective of an employee's duty of care.

7.4 Work Site Change

Employees may be redirected to an alternative work site if their normal school or work site has been disrupted.

8. Communication Plan (Key Messages, Q & A)

8.1 Objective

To coordinate widespread awareness and understanding, amongst the Board's internal and external stakeholders, of:

- the Board's pandemic preparedness
- public health information to assist students, staff, parents and community in making the best possible decisions about their well-being throughout a pandemic.

8.2 Positioning

As a public organization we have an obligation and responsibility to protect, as best we can, the health and welfare of our students and staff. Our pandemic planning has been developed to ensure that the students, staff, parents and the communities we serve are confident in our ability to respond effectively, in coordination with local health authorities.

8.3 Board Spokesperson

The Board spokesperson to the media during a pandemic emergency will be the Chairperson of the Board, or Director of Education, or Communication Officer- Public and Corporate Affairs, or designate.

8.4 Official Media Releases to the Public

All Board official media releases to the public will be made by the Communications Department following approval by the Pandemic Emergency Management Committee. Copies will be forwarded to principals and managers.

8.5 Target Audiences

<u>External</u>	<u>Internal</u>
Parents Community Stakeholders Media	Students All staff Trustees School Councils Volunteers

8.6 Key Messages

- The Kawartha Pine Ridge District School Board is well prepared for a pandemic. Our plan is completely open to staff, parents, students and the community for their information.
- During a pandemic, we will follow the advice and guidance of provincial and local public health officials who have the expertise to assess the level of health risk posed by a specific situation.
- Our priority during a pandemic is to keep schools open as long as it is safe to do so. Non-essential services may be halted to focus on providing the most necessary services to our community.

8.7 Communication Mediums

A number of varying avenues, utilizing both electronic written and verbal communications, will be developed to provide ongoing communication with identified audiences.

External

- A central highlight section (Blue Box) will be dedicated solely to provide up-to-date pandemic information to both external and internal audiences. Throughout a pandemic, the board website (kprschools.ca) will be the main portal for our public communication efforts.
- Parents, students and community partners will receive direct communication via letters, synvoice message, Q and A's, pre-packaged school newsletter articles, signage within school, scripted public address messages, information tag lines, e.g. "Remember to Wash Your Hands," for use in normal school correspondence, and other communication vehicles as appropriate.
- Public audiences will be informed through a variety of mediums, including media releases, and the Board's website.
- Should the situation warrant, an information hotline will be enabled providing up to date information regarding any disruption to normal school practices or operations.
- The board's locally elected political representatives will receive direct communication and briefings as required.

Internal

- Primary internal audiences will be informed through direct communication via memoranda and 'pop up' message. This will be supported by discussion at regular administrator or staff meetings.
- Principals, Vice-principals and Managers will be provided with speaking points to lead co-ordinated discussions across the Board.

- Specific staff communities may receive direct, interactive communications and professional development opportunities.
- School communities, and school councils, will be informed via memoranda and pre-packaged 'articles' for inclusion in school newsletters.
- Messages will be reinforced through reminders in The Weekly Update, and through direct communication with established groups such as Regional School Councils and the Parent Involvement Committee.

8.8 Issue Management: Potential Public and Staff Questions

Community

1. **Will schools be open during the pandemic?**

Yes. Unless otherwise directed, it will be the Board's intention to keep schools open during a pandemic. This decision is subject to daily review by the Pandemic Emergency Management Committee and, if the Director of Education has reason to believe that keeping any school open might endanger students, employees or public, a school may be closed.

2. **What happens if the schools are closed?**

If a school is closed, students will not be permitted to enter the closed school. Non-credit Community Education programs, however, may continue to be offered if employees are available to provide instruction. Urge parents to monitor local media for announcements from the Board regarding the status of schools.

3. **Are playgrounds and playing fields available to students during the school day?**

Yes, subject to the usual safety and supervision protocols. In the unlikely event that a school is closed, the school yard would be available to the public as it would be during any school holiday.

4. **Will school sports continue?**

Only if the principal considers that local circumstances permit activities which had been previously scheduled.

5. **Is the gymnasium open to students during the day?**

Yes, subject to the usual safety and supervision protocols.

6. **Is it possible to obtain a permit to use parts of the school during the pandemic? Will the gym be available?**

If community use of schools is cancelled, it will likely be a system wide decision communicated to user groups and the community. Any exceptions require approval of the Pandemic Emergency Management Committee.

7. Will the non-credit Community Education programs be continued?

Yes. This intention, however, is always subject to the availability of employees, security of the buildings involved, the safety of the users of the buildings and is subject to continual review.

8. Is Board transportation still available for those students needing it?

Yes, unless circumstances indicate the need for a change in which case the parents will be notified. Late busing may be cancelled.

Staff

9. Are principals and vice-principals on duty at the school?

Yes.

10. Are the services of psychological services employees, social workers, and behavioural counselors available to students?

On a limited basis only. Employees in these positions will be reassigned to assist with high needs as Education Assistants absenteeism increase. Anyone needing help during the pandemic emergency should contact the Supervising Psychologist.

11. Will employees who report for work be required to perform extra duties?

In general, those employees who are on duty at the school are expected to fulfil the assignments established by the principal within the scope of their duties as qualified. These will be governed by consideration of safety and delivery of program, and emergencies may require the assistance of all staff.

12. Does the school want volunteers?

The Board has not advertised for additional volunteers at this time. Regular volunteers and parents who wish to volunteer should contact the principal. All potential volunteers are subject to the Board's police screening requirement.

13. Do students have to attend school during a pandemic emergency when schools are open?

This is a decision for students and their parents to make.

14. How will we know when the a pandemic emergency is over?

Announcements will be made through the media.

8.9 Evaluation Criteria

The effectiveness of the identified messages and strategies will be reviewed periodically to ensure their consistency, value, and effectiveness throughout the active pandemic phase.

9. Responsibilities of School Employees During a Pandemic

The following special responsibilities for school employees will be in effect during a pandemic:

9.1 Principals

- a) The primary objective of principals during a pandemic emergency will be to maintain, to the maximum degree possible, the provision of academic programs within the limitations of available employees and resources, with the prime consideration being the safety and welfare of students, employees and the public, and to carry out all directions issued by the Director of Education or designate.
- b) **Principals will:**
 - i) instruct employees who are at work concerning their responsibilities during a pandemic;
 - ii) ensure the safety and welfare of the students, and the security of the property
 - iii) ensure that potentially dangerous and/or restricted areas are secured, e.g., boiler rooms, custodial rooms, custodial supply rooms and related restricted areas, unless directly supervised by a qualified adult designated by the principal;
 - iv) ensure that employee absenteeism is reported in accordance with attendance procedures as specifically directed.
 - v) monitor and report employee safety concerns as per direction

9.2 Employees

In general, those employees who are on duty at the school are expected to fulfil the assignments established by the principal within the scope of their duties as qualified. These will be governed by consideration of safety and delivery of program, and emergencies may require the assistance of all staff.

10. Security of Board Property

- 10.1 The Controller of Facilities Services will develop a contingency staffing and operational plan, to be made available to the Pandemic Emergency Management Committee, to cover all Board buildings during a pandemic.
- 10.2 The principal (or designated manager for the Education Centre) will be responsible for the security of the building.

11. Plant Emergencies

During a pandemic emergency, communication regarding plant emergencies involving equipment or the building that would necessitate the cessation of programs or the closure of a school should be directed to the Pandemic Emergency Management Centre.

12. Co-instructional Activities (e.g. Drama, Music, Sports Events Outside of Regular Classroom Programming)

Co-instructional activities may continue until the pandemic emergency is over so long as the principal is able to make special arrangements, if necessary, with available employees or other qualified volunteers.

13. Community Use of Schools

- 13.1 Community activities which occur after normal school hours may be cancelled at the commencement of a pandemic emergency, but may be resumed subject to the approval of the Pandemic Emergency Management Committee on a case by case basis.
- 13.2 The management position responsible for planning will advise all community school users and permit holders if community use is cancelled.
- 13.3 While there is a desire to maintain community use of school programs, due diligence will be exercised to protect the health, welfare and safety of employees and members of the public using facilities.

14. Occasional/Supply Teachers

SmartFind, the Substitute Employee Management System (SEMS), will operate during a pandemic emergency for all staff including occasional teachers. All staff will report their absence through SEMS.

15. School Cafeterias

Where food services are provided on contract, the company providing the service is expected to continue doing so during a pandemic. Due to employee absenteeism, the cafeteria operation may be limited in its ability to operate and may be required to close. The Manager of Purchasing will establish a daily contact process with the Cafeteria to operate and inform the Pandemic Emergency Management Committee of the status of cafeteria operations

16. Supply and Delivery of Purchases

- 16.1 Subject to the approval of the principal, schools will continue to accept deliveries in the normal manner.
- 16.2 If it is not possible for shipments to be accepted at a school, the Purchasing Department will attempt to redirect such shipments to other locations.

17. Bus Transportation for Students

Normal morning and afternoon bus schedules for transporting students from their homes to school and return will be maintained unless otherwise directed by the Superintendent, Business and Corporate Services. Transportation will be monitored on a day-to-day basis and some routes may be postponed, rescheduled or consolidated. Bus operators will be required to report employee absenteeism rates to STSCO who will report the results daily to the Pandemic Emergency Management Committee.

18. Media Access to School Property

During a pandemic, media visits to schools or Board property must be approved by the Pandemic Emergency Response Committee and the Communications Department.

19. Staff Development Activities

Staff development activities may be postponed or cancelled during a pandemic.

20. Education Centre Support Employees - Reassignment

At the discretion of the Pandemic Emergency Management Committee, some non-union employees may be deployed to assist within schools or other departments.

21. Courier Service to Schools

The regular Board mail courier service will be continued. Due to employee absenteeism, the courier operation may be limited in its ability to operate and may be required to cease. The Manager of Purchasing will establish a daily contact process with the courier and inform the Pandemic Emergency Management Committee of the status of operation.

22. Operations at Education Centre

- (a) Normal hours of business will be maintained.
- (b) Some committee/meeting rooms will be available for usual purposes.

23. Tasks Following a Pandemic

(a) Re-entry of Employees and Students after a PANDEMIC

The Director's Office will develop a plan to facilitate the re-entry of employees and students into the system, taking into account the emotional and psychological impact of a pandemic.

(b) Resumption of Programs

At the end of a pandemic emergency situation, senior administration and principals will consult to develop strategies to minimize any detrimental effects of a pandemic emergency activities on students and their schools, and to resume "normal" activities.