



**COAST MOUNTAINS BOARD OF EDUCATION
SCHOOL DISTRICT 82**

PANDEMIC RESPONSE PLAN

(March 2020)

Purpose of the Pandemic Planning:

The B.C. Ministry of Education and Health Authorities require that School Districts establish a Pandemic Plan should a pandemic situation arise. This booklet outlines the key actions that Coast Mountains School District 82 members should take before, during and after the arrival of a pandemic.

Questions or comments regarding this plan should be addressed to:

Janet Meyer, Acting Superintendent of Schools
Tel: (250) 638-4407

Coast Mountains Board of Education School District 82
3211 Kenney Street, Terrace, B.C. V8G 3N9
Tel: (250) 635-4931 / Toll Free (BC only): 1-855-635-4931
www.cmsd.bc.ca



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Resources/References:

- [B.C. Provincial Pandemic Coordination Plan – Refreshed February 2020](#)
- [Pandemic Response Framework and Pandemic Planning Guidelines for School Districts, August 2009](#)
- [Provincial Health Officer’s Updated Guidelines for Schools and Childcare Programs, February 23, 2020](#)

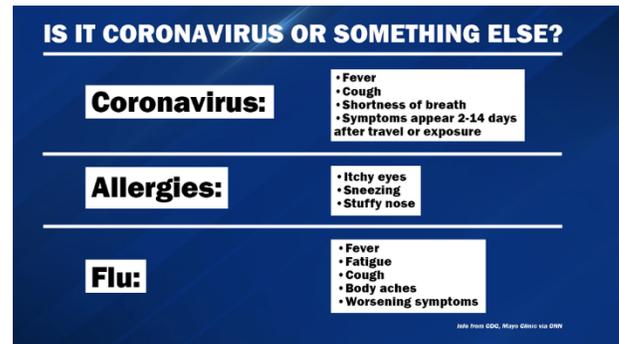


Introduction

Pandemics are identified by their geographic scale rather than the severity of illness. For example, in contrast to annual seasonal influenza epidemics, pandemic influenza is defined as “when a new influenza virus emerges and spreads around the world, and most people do not have immunity” (WHO, 2010). Examples of pandemics that have occurred in the last century are the Spanish flu (1918), the Asian flu (1957) and the Hong Kong flu (1968).

Currently, in 2020, the World Health Organization has identified the novel coronavirus (COVID-19) as a pandemic.

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 or whooping cough.



The Ministry of Education has recommended that all districts balance a variety of objectives when determining how best to decrease the spread of influenza and lower the impact of influenza in the workplace. The Pandemic Response Plan should consider and communicate objectives, which may include reducing transmission among staff and students, as well as, protecting individuals who are at an increased risk of pandemic related complications.

The Centre for Disease Control (CDC) estimates that as many as 40% of the workforce, in a worst case scenario, might be unable to work at the peak of the pandemic due to the need for many healthy individuals to stay home.

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 or 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.



Pandemic Plan

Risk of influenza transmission in schools can increase with crowded classrooms, closed ventilation and limited emphasis on hygienic practices. Schools may be closed depending upon the epidemiology of the pandemic strain, e.g. severity of infection, high attack rates and severe complications.

In the event of a pandemic being declared, Coast Mountains School District 82 has prepared a plan which will assist us in preparing and responding should any of our schools or work sites be involved. It does so by clarifying the roles and responsibilities of those who would be involved in such a public health emergency – governments at all levels, public health officials and school district staff. As a practical working tool, it also provides guidelines and checklists to assist various schools with their emergency planning.

The ultimate goal of the Pandemic Response Plan is to minimize serious illness and consider school closures in the event of an influenza pandemic, and also to ease any social or economic disruption that might be caused by a massive outbreak of the disease.

Pandemic Planning Emergency Response Team (PPERT)

Members of the Team:

- Janet Meyer, Acting Superintendent of Schools
- Ginger Fuller, Secretary Treasurer
- Agnes Casgrain, Director of Instruction, Indigenous Education
- Geraldine Lawlor, Director of Instruction, Graduation & Innovation
- Julia Nieckarz, Director of Instruction, Learner Support (Safe Schools Coordinator)
- Travis Elwood, Director of Facility Services
- Kiran Bath, Acting Director of Human Resources (Health, Wellness & Safety Officer)
- Andrew Nutma, Manager of Information Technology
- Scott Rothermel, Manager of Safe Schools (Safer Schools Together)

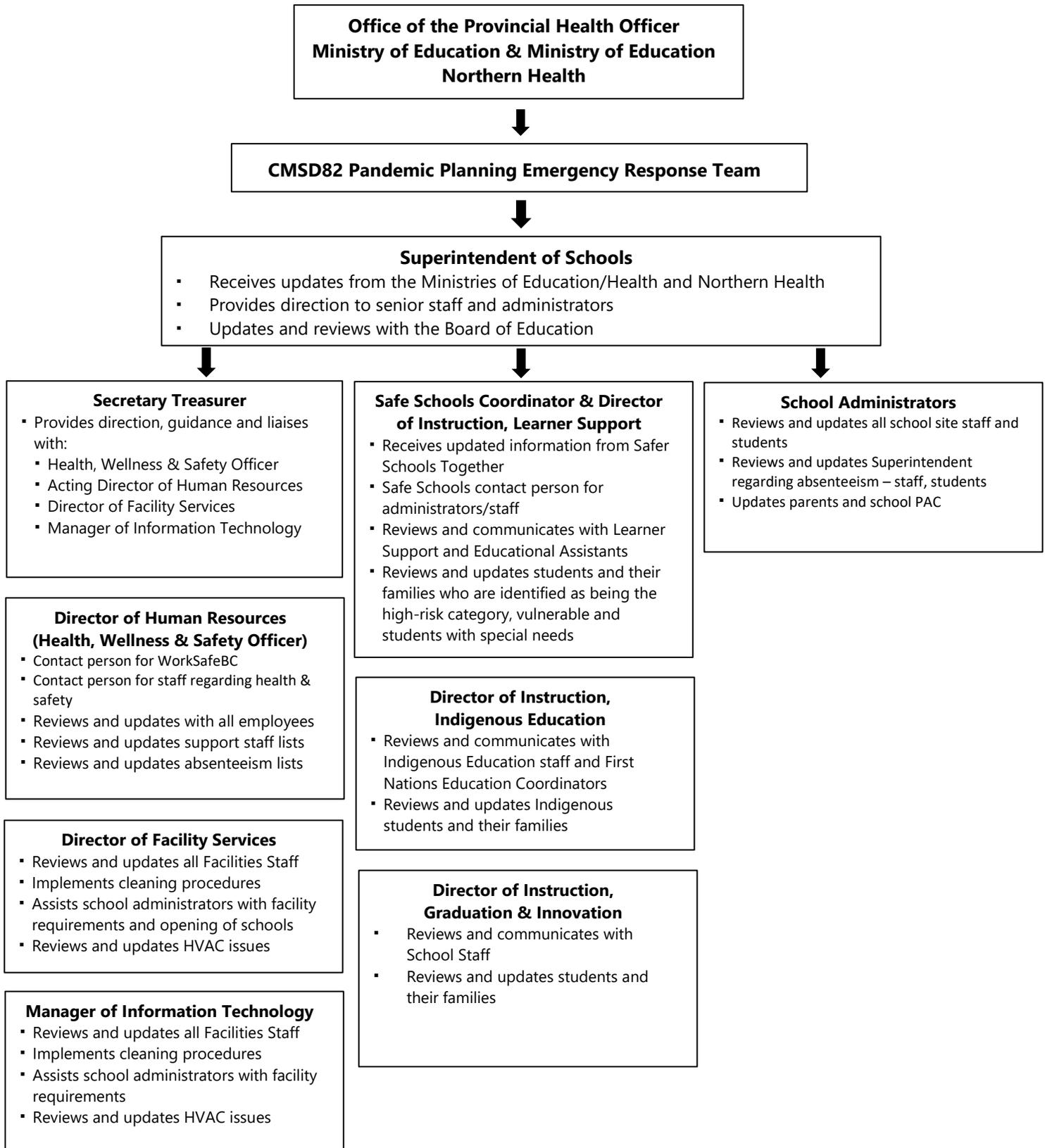
Continuity of Learning Team (COLT)

Members of the Team:

- Janet Meyer, Acting Superintendent of Schools
- Andrew Nutma, Manager of Information Technology
- Agnes Casgrain, Director of Instruction, Indigenous Education
- Geraldine Lawlor, Director of Instruction, Graduation & Innovation
- Julia Nieckarz, Director of Instruction, Learner Support (Safe Schools Coordinator)
- Geoff McKay, District Technical Skills Administrator, NTETC
- Doug Brewer, District Vice Principal, Career/Trades, NTETC
- Eric Gearey, Vice Principal, Uplands Elementary School

Note: The Pandemic Response Plan for Coast Mountains School District 82 has been modeled on the Kootenay Lake School District 8 Pandemic Response Plan.

Communication Network





School Closures

The Ministry of Education will contact the Superintendent to discuss school closure implementation.

Once a decision is made to close a school, the Superintendent (or designate) must ensure the decision is communicated immediately to:

- The Board of Education
- The Principal of the school affected
- Other impacted parties, such as CUPE (Canadian Union of Employees, Local 2052, CMTF (Coast Mountain Teachers Federation), Administrators and DPAC (District Parent Advisory Council)

Principals, in turn, must immediately convey the decision to:

- Parents
- Students
- Community groups that use the school's facilities
- Teachers, Support Staff and other school staff
- The school Parent Advisory Council

Alternate Learning Strategies

Should a school be closed due to the number of students being ill, teaching and support staff may be reassigned to other schools. Should a school be closed due to the number of teachers being ill, students may be sent home or reassigned to another school.

Schools currently have the capability to communicate with students through websites. Alternatively, schools may need to communicate with their parents using the telephone.

Refer to the district's *Continuity of Learning Plan*, which is to be used in case of a school closure.

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 Coast Mountains School District 82 in each of the three pandemic phases.

1. **Pre-Pandemic Period:** This is the critical stage for pandemic preparedness. Planning efforts need to focus on education, business continuity and infection control.

Plan Overview

Organization and Structure of the Plan *(cont'd)*

2. **Pandemic Period:** The Provincial Health Officer (PHO) will declare when it is time to activate plans for the pandemic 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 infection; and
 - Minimize educational and business disruptions
3. **Post-Pandemic Period:** The post-pandemic period begins when the Provincial Health Officer (PHO) 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 Response Plan addresses the following four key components:

1. **Planning and Coordination**
2. **Continuity of Student Learning and Core Operations**
3. **Infection Control Policies and Procedures**
4. **Community Planning**

Pre-Pandemic Period

<i>Pre-Pandemic Activities</i>	<i>Responsibilities</i>
1. Planning and Coordination <ol style="list-style-type: none"> a. Responsibility for CMSD82 plan activation b. Update <i>Website</i> to include pandemic information c. Incorporate responsibilities and authorities of Ministry of Health/Northern Health and Ministry of Education in development and implement Pandemic Response Plan d. Advise staff of pandemic plan e. Plan for self-isolation for staff and students that show symptoms while at work or school f. Monitor student until parent/guardian arrives 	<p>Superintendent or designate</p> <p>Superintendent or designate</p> <p>Superintendent, Principals</p> <p>Superintendent, Principals</p> <p>Principals, Directors</p> <p>Principals</p>



Pre-Pandemic Period (cont'd)

<i>Pre-Pandemic Activities</i>	<i>Responsibilities</i>
<p>2. Continuity of Student Learning and Core Operations</p> <ul style="list-style-type: none"> a. Consider impact of varying levels of student, staff absences and school closures b. Consider and develop alternative procedures to ensure continuity of Education c. Develop a continuity of operations for essential services: <ul style="list-style-type: none"> i. Education ii. Payroll iii. Custodial iv. Communications v. Transportation vi. Information Technology 	<p>Superintendent, Human Resources</p> <p>Principals, Superintendent</p> <p>Superintendent Secretary Treasurer Director of Facility Services Superintendent or designate Director of Facility Services Manager of Information Technology</p>
<p>3. Infection Control Policies and Procedures</p> <ul style="list-style-type: none"> a. Implement infection control practices and procedures that help limit the spread of infection b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels c. Order additional cleaning supplies and ensure custodial staff are trained in pandemic terminal cleaning procedures d. Advise staff, students, and community who are experiencing symptoms to remain at home e. Educate children and staff on proper hand washing and cough/sneeze etiquette f. Maintain a healthy work environment by posting tips on how to stop the spread of germs g. Advise the public health nurse/Superintendent when more than 10% of school population is away ill 	<p>Director of Facility Services</p> <p>Director of Facility Services</p> <p>Director of Facility Services</p> <p>Principals</p> <p>All</p> <p>All</p> <p>Principals</p>



Pre-Pandemic Period *(cont'd)*

<i>Pre-Pandemic Activities</i>	<i>Responsibilities</i>
<p>4. Communication Planning</p> <ul style="list-style-type: none"> a. Develop and maintain contacts with Ministry of Education, Northern Health, and local authorities b. Post relevant information to district website on Pandemic Planning c. 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 d. Advise Board of Education and School Administration on preventative pandemic measures e. Develop safe work procedures to ensure safety f. Advise staff, students and families of district website g. Ensure that parents/guardians have provided up-to-date contact information to the school h. Educate staff, students and parents on pandemic prevention, signs, symptoms and family preparedness i. Media communications <i>(at your Health and Safety Committee meetings, staff meetings, assemblies, classrooms)</i> 	<p>Superintendent</p> <p>Superintendent or designate</p> <p>Principals</p> <p>Superintendent</p> <p>Health & Safety Officer</p> <p>Superintendent, Principals</p> <p>Principals</p> <p>Superintendent, Principals</p> <p>Superintendent</p>

Pandemic Period

<i>Pandemic Activities</i>	<i>Responsibilities</i>
<p>1. Planning and Coordination</p> <ul style="list-style-type: none"> a. If school trips are underway, determine how children and staff will be self-isolated b. Closing of schools may be required c. School trips and school evening user groups may be cancelled d. Schools may be used by officials for clinics, hospitals, daycare centres, etc. e. Depending on staffing or student shortages, classes may need to be combined or moved on-line f. Bus routes may need to be altered due to driver and/or student shortages 	<p>Superintendent</p> <p>Superintendent or designate</p> <p>Superintendent, Principals</p> <p>Superintendent</p> <p>Principals</p> <p>Director of Facility Services</p>



Pandemic Period (cont'd)

Pandemic Activities	Responsibilities
<p>2. Continuity of Student Learning and Core Operations</p> <ul style="list-style-type: none"> a. Evaluate capability of student learning continuity: adjust as needed b. Reinforce cross training to ensure continuity of core operations <ul style="list-style-type: none"> i. Education ii. Payroll iii. Custodial iv. Communications v. Information Technology c. Schools may be closed or classes suspended d. School trips may be cancelled 	<p>Superintendent/Principals</p> <p>Superintendent Secretary Treasurer Director of Facility Services Superintendent IT Manager</p> <p>Principals, Superintendent</p> <p>Superintendent</p>
<p>3. Infection Control Procedures</p> <ul style="list-style-type: none"> a. Continued use of terminal control practices and procedures that help limit the spread of infection b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels c. Advise staff and students who are sick with pandemic consistent symptoms to remain at home d. Restriction of community, volunteer and visitors to schools and facilities e. Audit infection control practices 	<p>Director of Facility Services</p> <p>Director of Facility Services</p> <p>Principals</p> <p>Principals</p> <p>Director of Facility Services</p>
<p>4. Communication Planning</p> <ul style="list-style-type: none"> a. Continue to work closely with Ministry of Education, Northern Health and local authorities b. Media Communications c. Maintain district website for information on Pandemic Planning d. Maintain method of communication with students, staff and families e. Continue to provide the Board of Education and Principals with information on preventative pandemic measures f. Remind staff, students, volunteers and families of district website g. Provide updated information via school newsletters and websites 	<p>Superintendent or designate</p> <p>Superintendent</p> <p>Superintendent or designate</p> <p>Superintendent or designate, Principals</p> <p>Superintendent</p> <p>Superintendent</p> <p>Principals</p>



Post-Pandemic Period

<i>Post-Pandemic Activities</i>	<i>Responsibilities</i>
<p>1. Planning and Coordination</p> <ul style="list-style-type: none"> a. Re-opening of schools b. Resumption of business activities c. Depending on staffing shortages, classes may need to be combined d. Plan for operations staff shortages 	<p>Superintendent</p> <p>Principals</p> <p>Principals</p> <p>Director of Facility Services</p>
<p>2. Continuity of Student Learning and Core Operations</p> <ul style="list-style-type: none"> a. Evaluate capability of student learning continuity: adjust as needed. May take some time for schools to be re-opened b. Communications c. Resumption of school classes and activities 	<p>Superintendent, Director of Facility Services</p> <p>Superintendent</p> <p>Superintendent, Principals</p>
<p>3. Infection Control Policies and Procedures</p> <ul style="list-style-type: none"> a. Continue to audit infection control b. Advise staff and students who are experiencing pandemic-like symptoms to continue self- isolation c. Ongoing education for children and staff on proper hand washing and cough/sneeze etiquette d. Advise the Superintendent when more than 10% of school population is away ill 	<p>Director of Facility Services</p> <p>Principals, Director of Facility Services</p> <p>Principals, Teachers</p> <p>Principals</p>
<p>4. Communication Planning</p> <ul style="list-style-type: none"> a. Continue to work closely with Ministry of Health Officer, Ministry of Education and local authorities b. Media Communications c. Maintain and evaluate district website for information on Post-Pandemic Recovery Phase d. Prepare for Critical Incident Response if there have been deaths among students and staff 	<p>Superintendent or designate</p> <p>Superintendent or designate</p> <p>Superintendent</p> <p>Superintendent, D.C.I.R.T., Principals</p>
<p>5. Educate Staff / Students / Families</p> <ul style="list-style-type: none"> a. Direct staff, students and families to obtain information from the district website b. Use school newsletter/website to provide information to students and families 	<p>Principals</p> <p>Principals</p>



Responsibilities

When the Pandemic is declared:

Pandemic Planning Emergency Response Team (PPERT)

1. Contacting or receiving information from the Ministry of Education, Northern Health, and local authorities.
2. Communicating to all staff/families with current information regarding the viral infection/pandemic situation.
3. Updating the district websites.

Principals

1. School will remain in session unless otherwise directed by the Superintendent.
2. Staff who have concerns may apply for leave, without pay, if they do not wish to attend work.
3. If a Principal feels an employee is displaying pandemic symptoms, they can encourage them to stay home (self-isolate) until they are better. Self-isolation means staying home and limiting your contact with others for 14 days in order not to spread the illness. The individual would be entitled to the usual sick leave pay/entitlements as long as they follow the correct reporting procedures. Principals should also make a recommendation that the person contact their doctor regarding the situation.
4. Move any students, teachers, and staff to a separate room if they become sick at school until they can be sent home. Limit the number of staff who take care of the identified person.
5. Northern Health Authority and/or Director of Facility Services may initiate a modified terminal cleaning of a school if they feel it is required.
6. Healthy students should avoid contact with students who have pandemic-like symptom.

CUPE / CMTF Staff

1. Staff will remain flexible. This may involve changes to their schedule, room, or school.
2. Staff who have concerns may apply for leave, without pay, if they do not wish to attend work.
3. If you have pandemic-like symptoms, regardless of where you have traveled, stay home from work or school (self-isolation) and limit contact with others to keep from infecting them. Self-isolation means staying home and limiting your contact with others for 14 days in order not to spread the illness. See a health care provider if your symptoms become worse, but call ahead of time to let them know you have pandemic-like symptoms.
4. It is suggested you keep a record of school communication.



Responsibilities *(cont'd)*

Students

1. If you have pandemic-like symptoms, regardless of where you have traveled, stay home from work or school (self-isolation) and limit contact with others to keep from infecting them. See a health care provider if your symptoms become worse but call ahead of time to let them know you have pandemic-like symptoms.
2. Do not come to school unless healthy and symptom free.

Custodial Staff

1. Custodians will be familiar with the Modified and/or Terminal Cleaning Procedures and be prepared to initiate this technique under the Director of Facility Services.
2. Staff who have concerns may apply for leave, without pay, if they do not wish to attend work.
3. During the pandemic period every effort will be made to ensure all soap and paper towel dispensers are filled.
4. In the event of a disruption in custodial services, the Custodial Supervisor will assign available Custodians to ensure high traffic areas are cleaned.

Parents

1. During school/district closures or suspension of classes, you cannot send your children to school.
2. If your child is sick or show signs of illness, please keep them home.
3. Ensure that your email and contact information is updated and accurate with the school Principal.
4. Regularly read updates from Coast Mountains School District 82 via the district, local school websites and Twitter.
5. Recognize that you play an active and essential role in supporting your child's learning during this time.
6. You are responsible for regularly checking your email for lessons and communication from your child(s) teachers.
7. Respond to teacher emails as requested and return assignments electronically to your child(s) teacher(s).
8. It is suggested you keep a record of school communication.

Risk Management

Due to the nature of the classroom setting all district staff can be at risk of contracting the viral infection. We tend to work in a closed environment filled with a large congregation of people. Each variant of potential pandemic situations will determine which population is at the most risk.

To help minimize the risk of viral infection the following protocols have been recommended:

1. Avoid close contact with people who are sick.
2. Adhere to social distancing by keeping a safe distance from others during a pandemic. Social distancing is a term applied to certain non-pharmaceutical infection control actions that are taken by public health officials to stop or slow down the spread of a highly contagious disease. The objective of social distancing is to reduce the probability of contact between persons carrying an infection, and others who are not infected, so as to minimize disease transmission, morbidity and ultimately, mortality.
3. Avoid touching your eyes, nose, and mouth.
4. Stay home when you are sick.
5. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
6. Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.
7. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
8. If experiencing pandemic symptoms call health care provider. (CDC, 2020)





**COAST MOUNTAINS BOARD OF EDUCATION
SCHOOL DISTRICT 82**

APPENDIX 1

PRINCIPAL'S CHECKLIST



PRINCIPAL'S CHECKLIST

- Review of District's Pandemic Response Plan and Ministry of Education Fact Sheets.

- Discuss with staff, students and parents alternate learning strategies. i.e. on-line learning.

- Identify a room which may be used as a temporary quarantine room. This room does not need to be on a separate air handling system. Keep in mind the access to washrooms, sinks etc.

- Identify an individual who will monitor the affected student.

- Ensure up to date emergency contacts for all students, parents or guardians.

- Update staff contact information and phone tree.

- Cancel all clubs and extracurricular school events.



**COAST MOUNTAINS BOARD OF EDUCATION
SCHOOL DISTRICT 82**

APPENDIX 2

MODIFIED CLEANING PROCEDURES



MODIFIED CLEANING PROCEDURES

(To be used when directed by Director of Facility Services)

Personal Protection: Regular: Disposable latex or vinyl gloves, orange rubber gloves

Equipment Needed: Bucket, small garbage can liner, plastic bags, disinfectant cleaner

Hand hygiene is essential, which would include thorough washing of hands after cleaning.

When cleaning a room, it is critical that you have a method that you follow so as not to lose track of surfaces that you have and have not cleaned.

Work clockwise around the room, cleaning the outer perimeter first and working to the center of the room. (If working with partner(s) good communication is essential.)

Using a disinfectant cleaner, liberally wash down all touchable surfaces, paying particular attention to commonly utilized items such as doorknobs, light switches, pencil sharpeners, desktops and such.

Other areas not to be missed are as follows:

Loose books (books in shelf units, spine only), pencils, pens, crayons, markers, chairs, desks and chair legs (include teacher's desk and chair).

All vertical surfaces as high as you can reach and all horizontal surfaces that would normally be touched on a daily basis.

Clean the exterior of the doors, locker fronts and combination locks in near proximity to the room (including near-by exit doors and water fountains).

Change the disinfectant solution in the bucket every 15 minutes of active cleaning.

Disinfect used cloths and dust mops accordingly.

If you take a coffee or lunch break during cleaning time, be sure to discard your used gloves and thoroughly wash your hands, using new gloves upon resuming cleaning.

