



Southeast Kootenay School District (5)

# **PANDEMIC RESPONSE PLAN**

This booklet outlines the key actions that School District staff should take before, during and after the arrival of a pandemic.

## **PANDEMIC PHASE- Pandemic Plan**

In the event of a pandemic being declared, our District has prepared a plan which will assist us in preparing and responding should any of our schools or 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 plan is to minimize serious illness and school closures in the event of a pandemic, and also to ease any social or economic disruption that might be caused by a massive outbreak of the disease.

### **Pandemic Planning Committee**

The District Pandemic Planning Committee works hand in hand with the District Crisis Response and Plans (Appendix A).

Members of the Committee:

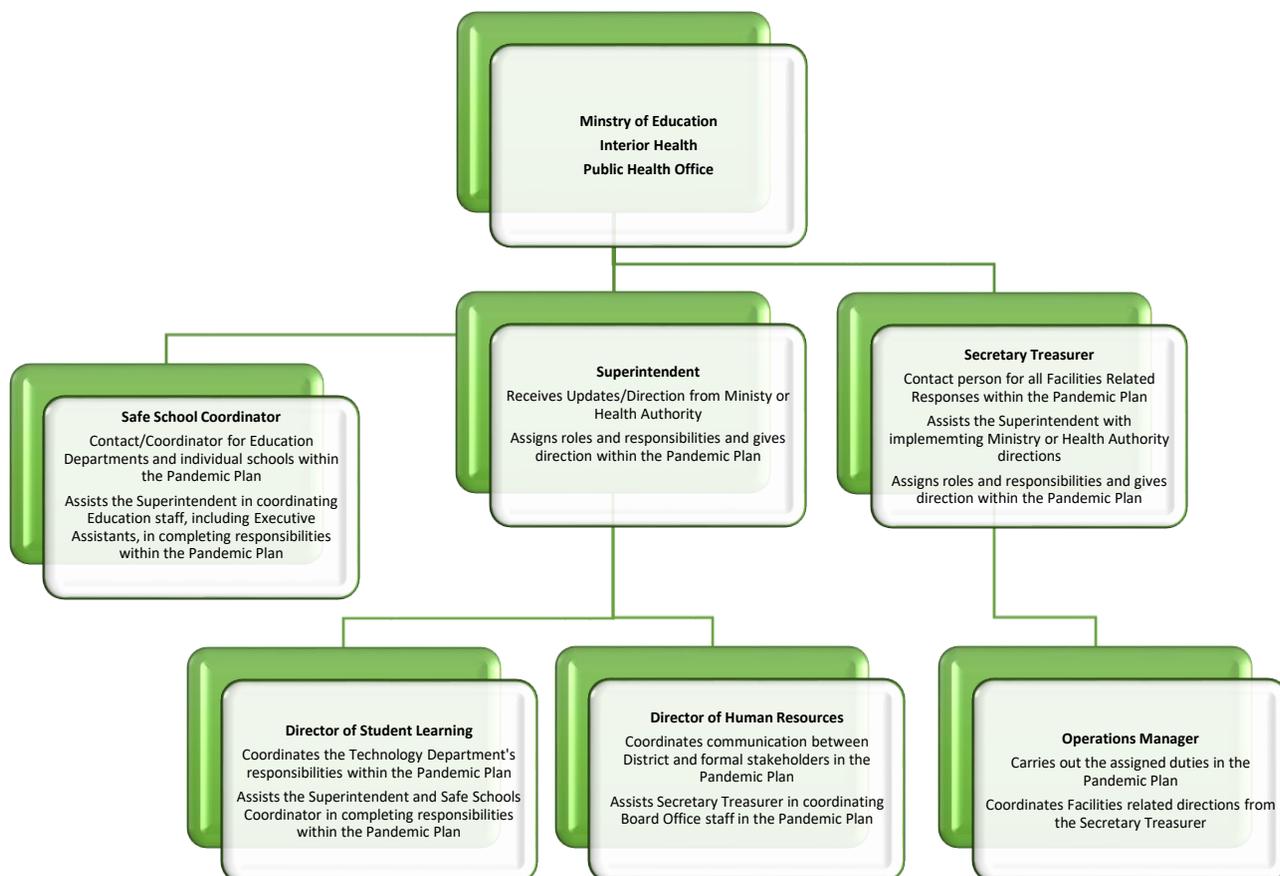
- Superintendent of Schools
- Secretary Treasurer
- Director of Student Learning
- Safe Schools Co-ordinator
- Manager of Operations
- Director of Instruction, Human Resources

### **What is a pandemic?**

- A pandemic is a worldwide outbreak due to the spread of a new virus.
- 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. Pandemics 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 Planning Committee Communication Plan



## School Closures

Upon considering that closure may be advisable, the Medical Health Officer (MHO) will contact the superintendent to inform that the MHO will be consulting with the Provincial Health Officer (PHO). Upon a decision being made that school closure is advisable, the MHO will inform the Superintendent to discuss implementation, and in addition to usual internal contacts, the PHO will inform the Deputy Minister of Education and other medical health officers. Once a decision is made to close a school, the Superintendent (or designate) must ensure the decision is communicated immediately by phone to:

- The Board of Education
- The Principal of the school affected
- The Ministry of Education
- all parties including Board Office Staff, Itinerants, CUPE, CFTA, DPAC

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

- parents
- students
- community groups that make use of the school's facilities
- school staff
- the school's Parent Advisory Council

Media communications on the health implications will be handled by the MHO and/or PHO and on school implications by the Superintendent and the Secretary Treasurer.

### **Alternate Learning Strategies**

In the event of closing any or all district schools and sites, the District will try to ensure the continuation of education programs where possible. Working with the Technology Department, the district will set up appropriate technology-based interactions between staff and students.

In the event of individual schools or sites closing due to a pandemic:

Should a school be closed due to the number of teachers or students being ill, students may be sent home or reassigned to another school, if appropriate.

### **Plan Overview**

#### **Organization and Structure of the Plan**

The main body of this plan is organized into three sections, which outline the key roles and responsibilities of School District No. 5 in each of the three pandemic phases. In order to ensure clarity in public communication, these sections mirror the phases of the *Interior Health Pandemic Influenza Preparedness Plan*.

***Pre-pandemic Period:*** This is the critical stage for pandemic preparedness. The pre-pandemic phase is NOW, and planning efforts need to focus on education, business continuity and infection control.

***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 mortality, morbidity, illness, and suffering; and
- Minimize educational and business disruptions.

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

Each period in the Pandemic 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. Community Planning
5. Education of Staff/Student/Families

| <b>Pre-Pandemic Period <i>Pre-Pandemic Activities</i></b>  | <b><i>Responsibilities</i></b>  |
|--|---|
| <p><b>1. Planning and Coordination</b></p> <p>a. Responsibility for S.D. No. 5 plan activation-----</p> <p>b. Update <i>Emergency Procedures Manual</i> to include a section on pandemic -----</p> <p>c. Incorporate responsibilities and authorities of Ministry of Health/Interior Health and Ministry of Education in development and implementation of Pandemic Response Plan-</p> <p>d. Advise staff of pandemic plan sent in conjunction with updated <i>Emergency Procedures Manual</i>-----</p> <p>e. 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>)-----</p> <p>f. Educate and equip person(s) to care for ill students until parent arrives. (See <i>Separating ill Students and Staff</i>)-----</p> <p>g. Coordinate School Specific cleaning activities-----</p> | <p>Superintendent</p> <p>Safe Schools Coordinator</p> <p>Superintendent/Secretary Treasurer</p> <p>Safe Schools Coordinator</p> <p>Safe Schools Coordinator/Principals</p> <p>Principals</p> <p>Secretary-Treasurer/Manager of Operations</p>                         |
| <p><b>2. Continuity of Student Learning and Core Operations</b></p> <p>a. Consider impact of varying levels of student and staff absences and school closures-----</p> <p>b. Consider and develop alternative procedures to ensure continuity of education-----</p> <p>c. Develop cross training plans for essential services-----</p> <p>d. Develop a continuity of operations for essential services:</p> <p>i. Education-----</p> <p>ii. Payroll-----</p> <p>iii. Custodial-----</p>  | <p>Superintendent, Directors, Principals</p> <p>Directors, Principals, Technology dept. Secretary-Treasurer</p> <p>Education:<br/>Superintendent, Directors</p> <p>Payroll/Custodial:<br/>Secretary-Treasurer, Director of Instruction, HR, Manager of Operations</p> |

|   |  |
|---|--|
| <p><b>3. Infection Control Policies and Procedures</b></p> <p>a. Implement infection control practices and procedures that help limit the spread of infection-----</p> <p>b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels-----</p> <p>c. Order additional cleaning supplies and ensure custodial staff are trained in pandemic cleaning procedures-----</p> <p>d. Advise staff and students that are sick with flu-like symptoms to remain at home-----</p> <p>e. Educate children and staff on proper hand washing and cough/sneeze etiquette-----</p> <p>f. Maintain a healthy work environment by posting tips on how to stop the spread of germs-----</p> <p>g. Advise the public health nurse/Superintendent when more than 10% of school population is away ill-----</p>  | <p>Secretary-Treasurer/Manager of Operations</p> <p>Secretary-Treasurer/Manager of Operations</p> <p>Secretary-Treasurer/Manager of Operations</p> <p>Principals</p> <p>Principals</p> <p>Manager of Operations, Principals</p> <p>Principals</p>  |
| <p><b>4. Communication Planning</b></p> <p>a. Develop and maintain contacts with MHO, Child Youth Program Consultants, Ministry of Education, and City Officials-----</p> <p>b. Post relevant information on District website on Pandemic Planning-----</p> <p>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-----</p> <p>d. Advise Board of Education and School Administration on pandemic surveillance and preventative measures-----</p> <p>e. Topic at District/school Health and Safety Committee meetings-----</p> <p>f. Advise staff, students and families of District website -----</p> <p>g. Ensure that parents/guardians have provided up to date contact information to the school -----</p> <p>h. Discuss Pandemic Plan with staff including prevention, signs symptoms and family preparedness at your health and safety committee meetings and at staff meetings; refer to district website for up to date information-----</p> <p>i. Media communications-----</p> | <p>Superintendent, Safe School Coordinator</p> <p>Safe School Coordinator, Technology Dept.</p> <p>Safe School Coordinator, Technology Dept.</p> <p>Superintendent, Secretary-Treasurer, Safe Schools</p> <p>Director of Instruction, HR, Technology Dept., Principals</p> <p>Principals</p> <p>Principals</p> <p>Superintendent, Safe Schools Coordinator</p> |
| <p><b>5. Educate Staff / Student / Families -----</b></p>   | <p>Principals, Supervisors</p>   |

| <b>Pandemic Period <i>Pandemic Activities</i></b>  | <b><i>Responsibilities</i></b>   |
|--|--|
| <p><b>1. Planning and Coordination</b></p> <p>a. If school trips are planned, determine how children will be isolated and sent home should they become ill with flu-like symptoms-----</p> <p>b. Closing of schools may be required-----</p> <p>c. School trips and school evening user groups may be cancelled-----</p> <p>d. Schools may be used by officials for clinics, hospitals, daycare centres, etc.-----</p> <p>e. Depending on staffing or student shortages, classes may need to be combined-----</p> <p>f. Bus routes may need to be combined due to driver and/or student shortages-----</p>   | <p>Superintendent/Safe Schools Coordinator/Sec-Treasurer<br/>Superintendent/Secretary-Treasurer</p> <p>Superintendent, Secretary-Treasurer<br/>Provincial Ministries, Municipalities<br/>Superintendent, Secretary-Treasurer</p> <p>Principal</p> <p>Secretary-Treasurer, Manager of Operations</p>  |
| <p><b>2. Continuity of Student Learning and Core Operations</b></p> <p>a. Evaluate capability of student learning continuity: adjust as needed-----</p> <p>b. Reinforce cross training to ensure continuity of core operations</p> <p>i. Education-----</p> <p>ii. Payroll-----</p> <p>iii. Custodial-----</p> <p>iv. Communications-----</p>  | <p>Superintendent, Safe Schools Coordinator</p> <p>Superintendent, Directors<br/>Sec Treasurer, Director of Instruction, HR<br/>Manager of Operations<br/>Superintendent, Safe School Coordinator</p>  |
| <p><b>3. Infection Control Policies and Procedures</b></p> <p>a. Continued use of infection control practices and procedures that help limit the spread of infection-----</p> <p>b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels-----</p> <p>c. Advise staff and students who are sick with flu-like symptoms to remain at home-----</p> <p>d. Restriction of community, volunteer and visitors to schools and facilities-----</p> <p>e. Rigorous cleaning of schools and contact surfaces-----</p> <p>f. Audit infection control practices-----</p> <p>g. Plan for children away on school trips to be isolated and/or sent home if they become ill-----</p> <p>h. Ongoing education for children and staff on proper hand washing and cough/sneeze etiquette-----</p> <p>i. Advise the public health nurse and Superintendent when more than 10% of school population is away ill-----</p> <p>j. Separation of ill students and staff until they can be sent home-----</p> | <p>Secretary Treasurer, Manager of Operations</p> <p>Principals, Manager of Operations</p> <p>Principals</p> <p>Principals<br/>Secretary Treasurer, Manager of Operations<br/>Secretary Treasurer, Manager of Operations</p> <p>Principals</p> <p>Principals</p> <p>Principals</p> <p>Principals</p> |

|  |   |
|--|---|
| <p><b>4. Communication Planning</b></p> <p>a. Debrief-----</p> <p>b. Media communications-----</p> <p>c. Continue to work closely with MHO, Child Youth Program Consultants, Ministry of Education and Municipalities’ Officials-----</p> <p>d. Maintain and evaluate District website for information on Pandemic Planning-----</p> <p>e. 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-----</p> <p>f. Continue to provide the Board of Education, Supervisors and School Administrators with information on influenza surveillance and preventative measures-----</p> <p>g. Remind staff, students, volunteers and families of District website-----</p> <p>h. If school is open, provide information in school newsletters--</p> <p><b>5. Educate Staff/Students/Families</b></p> <p>a. If school is open, increase awareness by informing through Deputy Minister bulletins and the District website. District will communicate with DPAC-----</p> | <p>Pandemic Plan Planning Committee<br/>Superintendent, Safe Schools Coordinator</p> <p>Superintendent, Safe Schools Coordinator</p> <p>Technology Dept.</p> <p>Principals, Technology Dept.</p> <p>Ministry, Superintendent, Safe School Coordinator<br/>Principals<br/>Principals</p> <p>Principals</p> |
| <p><b>Post-Pandemic Period <i>Post-Pandemic Activities</i></b></p>   | <p><b><i>Responsibilities</i></b></p>   |
| <p><b>1. Planning and Coordination</b></p> <p>a. Re-opening of schools-----</p> <p>b. Resumption of business activities-----</p> <p>c. Depending on staffing shortages, classes may need to be combined-----</p> <p>d. Plan for bus driver shortages and combining routes-----</p>   | <p>Superintendent, Secretary-Treasurer<br/>Secretary-Treasurer</p> <p>Principals<br/>Secretary-Treasurer, Manager of Operations</p>   |
| <p><b>2. Continuity of Student Learning and Core Operations</b></p> <p>a. Evaluate capability of student learning continuity: adjust as needed. May take some time for schools to be re-opened-----</p> <p>b. Communications (I.T.)-----</p> <p>c. Resumption of school classes and activities-----</p>  | <p>Principals<br/>Technology Dept.<br/>Superintendent, Principals</p>   |
| <p><b>3. Infection Control Policies and Procedures</b></p> <p>a. Continue with infection control practices and procedures that help limit the spread of infection-----</p> <p>b. Ensure that schools and facilities have an adequate supply of hand soap and paper towels-----</p> <p>c. Advise staff and students that are sick with flu-like symptoms to remain at home-----</p> <p>d. Continue to audit infection control-----</p> <p>e. Ongoing education for children and staff on proper hand washing and cough/sneeze etiquette-----</p>  | <p>Manager of Operations</p> <p>Manager of Operations</p> <p>Principals<br/>Manager of Operations</p> <p>Principals</p>   |

|  |   |
|--|---|
| <p><b>4. Communication Planning</b></p> <p>a. Media communications-----</p> <p>b. Continue to work closely with MHO, Child Youth Program Consultants, Ministry of Education and Municipal Officials-----</p> <p>c. Maintain and evaluate District website for information on Post-Pandemic Recovery Phase-----</p> <p>d. 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-----</p> <p>e. Prepare for Critical Incident Response if there have been deaths among students and staff-----</p> | <p>Superintendent, Safe School Coordinator</p> <p>Superintendent, Safe School Coordinator</p> <p>Technology Dept.</p> <p>Principal</p> <p>Safe Schools Coordinator, Principal</p> |
| <p><b>5. Educate Staff / Students / Families</b></p> <p>a. Direct staff, students and families to information on District website-----</p> <p>b. Use school newsletter to provide information to students and families-----</p> <p>c. Keep staff informed-----</p>   | <p>Principals</p> <p>Principals</p> <p>Principals</p>   |

## RESPONSIBILITIES

When the Pandemic is declared:

### **Pandemic Planning team**

1. Contacting or receiving information from the Ministry of Education, Interior Health Authority, and Administrators.
2. Create an information plan which will be available to all staff which will contain up to date information regarding the specific Pandemic.
3. Updating the District web-page.
4. Provide updates and act as a resource to the Board of Education, Administrators, and supervisory staff.
5. Under the direction of the Superintendent of Schools or designate this **District Pandemic Plan** would be activated.

### **Administrators and Supervisors**

1. Principals or supervisors should not be requesting symptom free individuals to stay home.
2. [Interior Health Authority](#) reinforced that there is no need for schools or School Districts to exclude healthy students or staff (individuals who have no current flu symptoms) from attendance. If parents have concerns about this decision, they may keep their children at home.
3. Likewise, staff who have concerns may apply for leave without pay if they do not wish to attend work. This is reviewable on a case by case basis.
4. If a principal or supervisor feels an employee is sick [displaying flu like symptoms], you can direct them to stay home until they are better. The individual would be entitled to the usual sick leave pay/entitlements as long as they follow the correct reporting procedures. You should also make a recommendation that the person contact their doctor regarding the situation.
  - a. Identify a room which could be utilized for isolating a confirmed case(s).
  - b. Move students, teachers, and staff to the identified room if they become sick at school until they can be sent home. Limit the number of staff who take care of the sick person and provide a surgical mask for the sick person to wear if they can tolerate it.
  - c. The Interior Health Authority may direct the District to initiate a modified super clean of a school if they feel it is required.
  - d. Well students should avoid contact with students who have symptoms (e.g. not visit in identified isolation rooms of symptomatic students).
  - e. If a student develops signs of the pandemic virus while at school, send them home immediately.

f. In the event of a room/ school closure due to lack of students or teachers the Principal will be directed on protocol by the Superintendent or designate. This may involve changes to their schedule, room, or school.

### **School Staffs**

1. Staff who have concerns may apply for leave without pay if they do not wish to attend work.
2. If you have symptoms, regardless of where you have travelled, stay home from work or school and limit contact with others to keep from infecting them. Call 811 if your symptoms become worse.
3. In the event of a room/school closure due to lack of students, teachers will be directed on protocol by their Administrator. This may involve changes to their schedule, room, or school.

### **Custodians**

1. Custodians will be familiar with the Modified Cleaning Procedures and be prepared to initiate this technique under the direction of the Manager of Operations.
2. During the pandemic every effort will be made during the normal school cleaning routine to clean desks, taps, hand rails, and door knobs.
3. During the pandemic every effort will be made to ensure all soap and paper towel dispensers are filled.

In the event of a disruption in custodial services at a school, due to high absenteeism, the Custodial Supervisor will delegate available Custodians to ensure high traffic areas are cleaned.

In the event that there are insufficient custodians available to complete # 3 the District will review the process of hiring additional CUPE staff during the pandemic.

### **Bus Drivers**

1. In the event that a student, who travels to school using the District's transportation system, is confirmed as having the pandemic virus, the transportation department will ensure a super clean of individual buses.
2. Report confirmed cases of students with the virus to the Operations Manager.
3. Under the direction of the Operations Manager, in conjunction with information from the Secretary-Treasurer, bus schedules may need to be changed to accommodate emergent information. The Operations Manager has a plan in place which can be activated to ensure busses can arrive at a school(s) within a 30 minute window.

4. The Operations Manager will put a plan in place should there not be sufficient bus drivers to accommodate all current bus runs. This plan will include utilizing the spare board bus drivers.

### **School or site-based First Aid Attendants**

1. During a pandemic, all medical rooms will be stocked with the appropriate personal protective equipment required for the protection of district first aid staff.
2. Will follow the protocols as laid out in their Occupational First Aid Training Program.
3. Will use personal protective equipment such as gloves and masks when treating staff or students who are presumed as being contagious.

### **School Closure Decision-Making Process**

1. The Provincial Medical Health Officer will direct the province when it is time to activate pandemic plans. If, to minimize the spread of infection, activation of these plans is to include school closures, the Regional 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. Centre for Disease Control informs:  Provincial Health Officer and Regional Health

Regional Health Officer (RHO)

1. RHO informs:  Superintendent of Schools
2. Superintendent of Schools informs:  Ministry of Education
3. The Superintendent of Schools, in consultation with the Regional Medical Health Officer and the Ministry of Education, will determine whether the school should be closed, based on criteria established by the Ministry of Education.

### **Separating Ill Students and Staff**

1. Sick students and staff should always be required to stay home. Students and staff who appear to have an influenza-like illness 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. Recognizing that space is often in short supply, early planning on the location for a sick room is essential. This room should not be one commonly used for other purposes for example, the lunchroom during non-meal times. 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 metres of distance can be maintained between the ill person and others.
4. A limited number of staff should be designated to care for ill persons until they can be sent home. These care givers 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 the spread of influenza.
5. When possible and if the sick person can tolerate it, he or she should wear a surgical mask when near other persons.
6. Staff who act in the capacity are likely to come into close contact with students and staff with influenza-like illness. CDC recommends that staff who provide care for persons with known, probable or suspected influenza or influenza-like illness use appropriate personal protective equipment (disposable respirator, gloves).

### **What to do when you are informed of a possible case affecting your site?**

The expectation is always that we are following the direction (if given) of provincial Health authorities. In general, the following steps are taken:

1. The potentially infected person(s) must not come to the school district site.
2. The potentially infected person(s) must contact 8-1-1 as soon as possible and inform their supervisor that they have done so.
  - a. In the case of student or their family, the Principal or designate should contact the family for more information and to advise the calling of 8-1-1
3. The supervisor must inform a member of the Pandemic Planning Team of the suspected infection.
4. The supervisor should, to the best of their ability, determine through questions to the potentially infected person(s):
  - a. Whether any SD5 facilities have been potentially contaminated by the person
  - b. Other Staff or Students (within reason) who may be potentially contaminated by the person.

\*These questions will be asked by the Health Authority. However, they may ask us for assistance in containing potential contamination.

5. The potentially infected person(s) must follow the advice given by the Health Authority via the 8-1-1 call or any other subsequent referral.
6. The Pandemic Planning Team must decide on a building plan, including potential cleaning as necessary.
7. The Pandemic Planning Team must decide on a communication plan to inform stakeholders as necessary.

## Appendix A

### District Pandemic Planning Committee

| Name           | Position                    | Phone No.                  |
|----------------|-----------------------------|----------------------------|
| Silke Yardley  | Superintendent              | 250-417-2079               |
| Alan Rice      | Secretary Treasurer         | 250-417-2055               |
| Diane Casault  | Director, Student Learning  | 250-417-2053, 250-423-4944 |
| Jason Tichauer | Safe Schools Coordinator    | 250-417-2051               |
| Joe Tank       | Manager of Operations       | 250-417-2068               |
| Brent Reimer   | Director of Instruction, HR | 250-417-2065               |

### District Crisis Response Committee

| Name             | Position                            | Phone No.                  |
|------------------|-------------------------------------|----------------------------|
| Silke Yardley    | Superintendent                      | 250-417-2079               |
| Alan Rice        | Secretary Treasurer                 | 250-417-2055               |
| Diane Casault    | Director, Student Learning          | 250-417-2053, 250-423-4944 |
| Jason Tichauer   | Safe Schools Coordinator            | 250-417-2051               |
| Joe Tank         | Manager of Operations               | 250-417-2068               |
| Brent Reimer     | Director of Instruction, HR         | 250-417-2065               |
| Darcy Verbeurgt  | District Principal Student Services | 250-417-2089               |
| Sharlene Charest | District Counsellor                 | 250-425-6666, Ext. 225     |
| Darrell Taylor   | District Counsellor                 | 250-426-5241, Ext. 602     |

In the event of a School Closure the Superintendent must inform by phone immediately:

Board of Education  
Principal of the School  
Ministry of Education  
CUPE  
CFTA  
DPAC

## **Appendix B**

### **Plan for Educational Support and supporting Students while quarantined**

For students who are quarantined as a result of a school closure (14 days), we recommend:

To all parents that:

1. Students can read at home, be read to and read to others
2. Students can journal about their day, events, write from classroom teacher provided writing stems
3. Students can cook and do household chores with parents
4. Students can practice hand washing protocols

Classroom teachers could send home semi-weekly learning plans via email. Schools should ensure that their parent group emails are accurate. Classroom teachers have access to class emails for communication through MyEd.

Work can be posted to the Portal or in Scholantis Portfolios. Access to online learning can be made through the District Resource Centre and Kootenay Discovery School. Reminder, text books and novels exist on Kurzweil/Firefly. Generic novel study templates should be provided to students so that they can read and complete a novel study over the course of quarantine. If schools have online courses like Mathletics, please ensure that students have login information. Cross curricular inquiry based projects should be mobile enough to take home. Students can work on self-reflection of core competencies.

Face-to-face contact can be made through Zoom or Teams.

Where access to technology is not available in a students' home, the school principal will contact the District for laptop or iPad loan.

Secondary schools should discuss flexible options to allow students to show their learning.

Ongoing communication with Early Years community and service providers. For social emotional support, school counsellors, aboriginal education support workers and youth care workers will connect with their case load via phone.

Connection with students that have learning needs will be communicated by District Principal.

# APPENDIX C

## PANDEMIC DRAFT PHONE TREE PLANNING DOCUMENT



### SCHOOL DISTRICT 5 SOUTHEAST KOOTENAY

|  |  |   |                         |   |  |
|--|--|---|-------------------------|---|--|
| Superintendent                                   | Board of Education<br><small>(shared with Secretary Treasurer)</small> |   | Secretary Treasurer     | Board of Education<br><small>(shared with Superintendent)</small> |  |
|  | District Management & Executive Assistants                             |   |                         | Finance Department  |  |
|  | School Principals  | School staff<br>Parents/Students<br>School PAC  |                         |   |  |
|  | District Parent Advisory   |   |                         |   |  |
|  | Executive Assistant for distribution of information to:                | Website<br>Outside media<br>Board Office Staff  |                         | Manager of Operations   | Custodial Staff<br>Transportation<br>Trades/Operations<br>Facility user groups |
| Director of Instruction, Learning and Innovation | District Principal of Transformative Learning                          | Help Desk (urgent technology requirements)<br>Teachers of Transformative Learning<br>District Resource Centre staff |                         |   |  |
|  | District Principal of Student Services                                 | Itinerants<br>Student Services Coordinators<br>Youth Care Workers<br>ELL Teachers<br>Ministry of Child and Family   |                         |   |  |
| Director of Instruction, HR                      | Human Resources  |   | Safe School Coordinator | Aboriginal Education Support Workers                              |  |
|  | CFTA   | Cranbrook<br>Ferne  |                         | Aboriginal Education Coordinators                                 |  |
|  | CUPE   |   |                         | School Counsellors  |  |

March 27, 2020

Pandemic Plan - Chain of Contact 2020

## **Appendix D**

### **Pandemic Plan- Student Travel Health Concern**

In the event of a suspected case of a contagious student(s) while on a school trip, where all normal Pandemic Stage response procedures may not be possible:

*Immediately we:*

1. Call 8-1-1 or hospital (for out of province trips) for assistance
2. Follow Pandemic Stage procedures where reasonable and attempt to isolate the student(s)
3. Inform School Principal or designate

*Once help has been provided we:*

1. Leave a chaperone with people who need treatment at the hospital
2. Decide what to do with the group-possible change of immediate plans

*As soon as possible, we:*

1. Contact the Pandemic Planning Committee, via the Principal or designate
2. Contact parent/guardian
3. Ensure all other Pandemic protocols from the School District Pandemic Plan have been followed
4. Work with the Pandemic Planning Committee to arrange possible alternate travel itineraries, accommodations and/or communication plans as needed

## Appendix E

(Insert school letterhead)

Date:

### **Re: Pandemic Preparation Response Plan for school trips**

While the concern regarding possible issues with the **COVID19** virus are low with our \_\_\_\_\_ trip heading to Calgary tomorrow, we are providing a response plan in the event we should need to deal with an unexpected illness.

Trip:

Supervisors:

Number of students:

Number of hotel rooms:

Equipment with us: First aid kits – which include masks and gloves

If a student were to show flu like symptoms, these are the steps that will be followed to ensure the safety of that student and all others on the trip:

1. Sick student will be quarantined in \_\_\_\_\_ room with \_\_\_\_\_ and both would be required to wear masks.
2. \*811 (Alberta Health Services) will be contacted for guidance concerning our questioning of the COVID 19 virus and whether to stay in the hotel room or go to the hospital. \_\_\_\_\_ and the sick student will follow the advice of the nurse's line.
3. The sick student's parents will be contacted immediately after advice has been given.
4. All other students will be instructed to stay in their hotel rooms until confirmation regarding whether the sick student has the COVID 19 virus or not.
5. \_\_\_\_\_ will contact all parents letting them know the situation with the following message:

“We have a student showing symptoms of the COVID 19 virus; hospital/nursing support is in place for the student. As soon as we have the go ahead from \_\_\_\_\_ or District staff, we will be bringing your children back to \_\_\_\_\_”. We have a phone tree and will keep you apprised.

Should you have any questions or concerns, please do not hesitate to contact the school at \_\_\_\_\_.

## Appendix F



# SCHOOL DISTRICT 5

SOUTHEAST KOOTENAY

March 14, 2020

Dear CFTA and CUPE employees of School District 5:

Further to the email to the CFTA co-chairs and CUPE president/shop steward on March 13, 2020 regarding non-essential travel, we issue the following statement:

All employees are expected to comply with the recommendations of the Provincial Health Officer including the recommendations with respect to out of country travel.

In addition, employees have obligations under the Workers Compensation Act to take reasonable care to protect the health and safety of themselves and others in the workplace.

Given [the PHO's recommendation issued Thursday, March 12](#), "against all non-essential travel outside of Canada, including to the United States," if an employee chooses to ignore the recommendation and continues to travel out of the country, upon their return they will be required to stay away from work for 14 days and they may need to access the vacation or unpaid leaves of absence available to them. We realize that in many cases, this will mean that teachers who do not have "vacation" banks may be on leave without pay.

It has been determined by School District 5 that any non-essential travel that occurred **before midnight, Friday March 13, 2020** by School District 5 CFTA and CUPE employees would be subject to an "**unavoidable quarantine**" or self-isolation period. Any non-essential travel occurring **after March 13<sup>th</sup>** would be viewed as ignoring the PHO's recommendation for travel and as such would be viewed as an "**avoidable quarantine**" or self-isolation period.

In our CFTA Agreement, Article G11.2 states "*Any days during which the teacher has been absent with full pay for reasons of illness or unavoidable quarantine shall be charged against any sick leave accumulated by the teacher.*"

In our CUPE Collective Agreement, Article 10.1a.i "*sick leave means the period of time the employee is permitted to be absent from work with or without pay, by virtue of sickness, unavoidable quarantine, or accident for which compensation is not payable under the Workers' Compensation Act.*"

Flowing from employees' obligations under the *Workers Compensation Act*:

- Before coming to work, employees should seek specific advice from public health officials (such as by contacting 811, public health authority, or other public health office) if they may have symptoms of COVID-19, have been in direct contact with a person who is or may be infected with COVID-19, and/or have been in direct contact with a person who has travelled internationally within the last 14 days.

Considering all of the above employees are expected to comply with the Provincial Health Officer's recommendations and not travel outside of Canada.

We understand this was difficult information to receive just prior to spring break. This situation continues to evolve. Please check our district's website and district email for updates.

Sincerely,

Silke Yardley, Superintendent  
Al Rice, Secretary Treasurer  
Brent Reimer, Director of Instruction/Human Resources