

HCDSB- Pandemic Response Plan
TABLE OF CONTENTS

INTRODUCTION	1
SECTION 1 - BACKGROUND	2
Facts about an influenza pandemic	3
Facts about an influenza pandemic vaccine and antiviral drugs	4
SECTION 2 - LEGISLATION.....	6
Occupational Health and Safety Act.....	7
Duties of Employers.....	7
Refusal to work.....	7
Workplace Safety and Insurance Act (WSIA - Ontario)	7
Human Rights Legislation	7
Quarantine.....	8
School Closures	8
SECTION 3 – PANDEMIC PLAN OVERVIEW.....	9
SECTION 4 – PRE PANDEMIC	13
ESSENTIAL SERVICES.....	14
INDIVIDUAL SCHOOL PREPARATION	17
INDIVIDUAL SCHOOL PREPARATION CHECKLIST	17
SECTION 5 – PANDEMIC STAGE	19
Key Roles & Responsibilities	21
EXTERNAL COMMUNICATION:.....	23
INTERNAL COMMUNICATION:.....	27
SECTION 6 – POST PANDEMIC STAGE.....	28
A. SURVEILLANCE	29
B. COMMUNICATION.....	29
C. EMERGENCY MEASURES	30
APPENDIX.....	33
Appendix A – STAFF ALLOCATION DURING PERIODS OF ABSENTEEISM CHARTS	34
Communication Services.....	34
Computer Services	35
Director’s Office	37
Facility Management Services.....	38
Financial Services.....	42
Human Resources Services.....	43
Special Education Services.....	44
Transportation Services.....	44
APPENDIX B - Influenza Pandemic: Putting the Pieces Together ~ November 30, 2005, Emergency Management Unit, Ministry of Health.....	45
APPENDIX C - Preventing the Spread of Influenza (the Flu) in Child Care Settings: Guidance for Administrators, Care Providers and Other Staff.....	50

INTRODUCTION

The Halton Catholic District School Board's "Pandemic Response Plan" has been developed in consultation with The Halton Regional Health Department, The Ontario Ministry of Health and Long Term Care Unit and the Halton District School Board as well as with other stakeholders within Halton.

The goal of this Pandemic Response Plan is to ensure clear communication, effective problem solving working with both the community and the Health department in a co-ordinated response to issues as they arise.

The plan is the Board's response to a potential Pandemic Influenza outbreak and outlines measures for Prevention, Communication and Business Continuity in the event of A Flu Pandemic. The creation of the plan involved numerous meetings with the aforementioned agencies as well as the Board's participation in the Halton Region Exercise Flu-Phix, a pandemic simulation exercise run by the Halton Regional Health Department. This Plan will be continually updated to ensure its alignment with Regional, Provincial and Federal Response Models. The Response Plan will be shared with stakeholders including the Board of Trustees, Senior Administrative staff, Principals, school teaching and support staff as well as with Catholic School Councils.

The Board will continue to work with all of our Emergency Response Partners to mitigate the impacts on the school system in the event of a pandemic influenza outbreak. The Board recognizes that it will need to take further direction from the Regional Medical Officer of Health in the event of such an outbreak. The Board's priority, as always, is the spiritual and physical health and safety of all students and staff.

Report Prepared by:

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SECTION 1 - BACKGROUND

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Facts about an influenza pandemic

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Facts about an influenza pandemic vaccine and antiviral drugs

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SECTION 2 - LEGISLATION

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Occupational Health and Safety Act

Duties of Employers

Section 25 (2) *without limiting the strict duty imposed by subsection (1), an employer shall,*

(h) take every precaution reasonable in the circumstances for the protection of a worker;

Refusal to work

Under the Occupational Health and Safety Act (OHSA), employees can refuse to work if they believe that a condition of the workplace *“is likely to endanger” their health or safety*”.

Employers faced with an infectious disease related work refusal must comply with the OHSA work refusal procedures (OHSA Section 43)

Note: Teachers have a limited right to refuse unsafe work.

Workplace Safety and Insurance Act (WSIA - Ontario)

The Act provides compensation for *“personal injury or illness arising out of and in the course of employment”* and provides compensation where *“a worker suffers from and is impaired by an occupational disease that occurs due to the nature of one or more employments in which the worker was engaged”*. With respect to an infectious disease in the workplace, entitlement would likely be decided on a case by case basis.

Human Rights Legislation

Under both federal and provincial human rights legislation, employers have a duty to accommodate employees with infectious diseases or those who have been exposed to same. The level of accommodation will depend on the circumstances.

Quarantine

The HCDSB can request that employees quarantine themselves if the employee falls under the Ministry of Health and Long Term Care directives as to who should be quarantined. If the employee refuses, or returns to the workplace when they should be in quarantine, the employer must tell the employee to leave the workplace immediately. The HCDSB will then contact the local Medical Officer of Health to report.

If an employee of the HCDSB is quarantined the HCDSB will confirm the quarantine with the local Medical Officer of Health and determine if there is any risk to other employees or students and if the need to communicate is necessary. Any decision to communicate will take into consideration the quarantined employee's right to privacy, where possible.

Can an employee impose self-quarantine?

If the Minister of Health and Long-Term Care has issued directives for self quarantine around a particular infectious disease and an employee reasonably believes they meet those directives they can legitimately quarantine themselves. The HCDSB has the right to ask the employee for written documentation from a physician or public health official confirming their quarantine. This decision will be made on a case by case basis in writing under the direction of Human Resource Services.

When an employee of the Board is quarantined but not afflicted with a communicable disease and is prevented from attending to duties, the employee shall not be subject to salary or sick leave deductions (see collective agreement).

Employees who are ill for any reason will follow the Boards sick leave policy.

School Closures

The decision to close schools will be made by public health authorities or by the Director of Education in cases where schools lack critical mass of people (students and staff) necessary to sustain day-to day-operations.

SECTION 3 – PANDEMIC PLAN OVERVIEW

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Stage of Alert	World Health Organization Pandemic Phases	Guidelines Action to be Taken
INTER PANDEMIC PERIOD	Phase I	<ul style="list-style-type: none"> ▪ Educate Board community on the importance of influenza and novel virus surveillance ▪ Educate Board community on preventative measures to be taken
	Phase II	<ul style="list-style-type: none"> ▪ No new influenza virus subtypes have been detected in humans ▪ An influenza virus subtype is present in animals

Stage of Alert	Description	Action to be Taken
PANDEMIC ALERT (preparedness)	Phase III	<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 IV	<ul style="list-style-type: none"> ▪ Educate and reinforce reporting requirements by principals to Health Units (10% of staff or students) ▪ Encourage vigilance in hand-washing techniques ▪ Encourage use of all preventative programs ▪ Reinforce cross-training of jobs to ensure essential services ▪ Enhanced training of facility management staff
	Phase V	<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
		<ul style="list-style-type: none"> ▪ Encourage parents to find alternate daycare options ▪ Comply with Ministry of Health directives, including school closure procedures ▪ Audit infection control practices ▪ Cross-training with Health Units ▪ Check with suppliers
		<ul style="list-style-type: none"> ▪ Large 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)
		<ul style="list-style-type: none"> ▪ Institute communication plan across the system ▪ Continue all procedures in Phase IV ▪ Order supplies ▪ Notify community of possible ▪ Restrict community, volunteers, visitors access to sites ▪ Institute I.T. support at homes for Essential Services

Stage of Alert	Description	Action to be Taken
PANDEMIC PERIOD (response)	Phase VI	<ul style="list-style-type: none"> ▪ Pandemic phase: increased and sustained transmission to the general public
POST PANDEMIC PERIOD (recovery)		<ul style="list-style-type: none"> ▪ All schools will in all likelihood be closed; however, under the Ministry of Health, the school may well be commandeered to provide functions such as information clinics, dissemination points, daycare centres ▪ Rigorous infection control procedures will be in place and staff access limited to Essential Services only
POST PANDEMIC PERIOD (recovery)		<ul style="list-style-type: none"> ▪ Return to Inter-Pandemic Period ▪ Evaluate effectiveness of plan ▪ Continue to update and maintain plan ▪ Continue to educate the Board community on the importance of influenza and novel virus surveillance ▪ Continue to Educate Board community on preventative measures

SECTION 4 – PRE PANDEMIC

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Staff allocation during periods of absenteeism – see Appendix A

ESSENTIAL SERVICES

The HCDSB has identified the following departments as providing essential services within the Board

Staff allocation during periods of

Directors office

Communication Services

Human Resource Services

Business Services

Facility Management Services

Each of the identified Essential Services will establish a business continuity plan specific to the essential services within their department. These plans will be kept with each department head and communicated with appropriate staff within the department.

ESSENTIAL SERVICES:		
ACTION	RESPONSIBILITY	ASSIGNED STAFF
Identify essential services/departments in Board and prioritize importance of same	Director, Superintendents	Superintendents
Identify essential services (ES) planning representative for each department	Superintendents	Superintendents
Identify ES planning rep for each department	Superintendents	Superintendents
Identify minimum ES personnel for ES departments and minimum # of staff to operate	Superintendents	Superintendents
Appoint Coordinator of Internal Redeployment For NON ES	Director	J. O'Hara
Ensure basic training for redeployed NON ES ~ Provide a checklist	Superintendents	Superintendents
Appoint ES Coordinator	Director	J. O'Hara, C. Tobin, T. Davis
Appoint Facilities Coordinator	Director	G. Corbacio, A. Duffield
Appoint Deputy Director	Director	P. McMahon
School Status on Employee and Student Absenteeism	J. O'Hara/J. Langill	C. Tobin, T. Davis
Respond to students with special	G. Mahoney	T. Wilson, D. Kattlus, M.

ESSENTIAL SERVICES:		
ACTION	RESPONSIBILITY	ASSIGNED STAFF
health needs		MacLellan

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INDIVIDUAL SCHOOL PREPARATION

Principals are to ensure that the following information is available in each school and communicated with appropriate staff.

INDIVIDUAL SCHOOL PREPARATION CHECKLIST

IMMEDIATE			
ACTION	RESPONSIBILITY	ASSIGNED STAFF	DONE (√)
Ensure that Emergency Closure Procedures are in place	Principal		
Ensure that staff home telephone contact numbers are provided to respective school superintendent	Principal		
Establish telephone phone tree of staff home telephone contact numbers	Principal		
Communicate aspects of the Board/School Plan to: a) Parent community b) School Council Members c) Staff	Principal		
Ensure that respective school superintendent has correct fax number(s).	Principal		
Ensure hand washing and other proactive measures are communicated to: a) Staff b) Students c) Parents d) School Council Members	Principal		
Identify where calls from parents regarding Pre-Pandemic Stage Activities should be directed	Principal		
Ensure staff are aware of identified Essential Services at the Board level	Principal		
Safe Arrival Program - establish	Principal		

plan to deal with the surge increase in reported absences			
Completion of report cards – plan in place in the event of teacher absence when reports are due	Principal		
School finances and banking – plan in place in the event that the two individuals authorized to sign school cheques are absent	Principal		

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SECTION 5 – PANDEMIC STAGE

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(insert pandemic Response Communication Flow Chart)

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Key Roles & Responsibilities

ROLE	CONTACT PERSON	RESPONSIBILITIES
<p>Media Contact (MC)</p>	<p>Communication Officer or Designate</p>	<ul style="list-style-type: none"> ▪ Website update ▪ School closure information to all stakeholders ▪ Liaise with Board's Regional Health Contact ▪ Conduct interviews, news releases with media ▪ Respond to region's daily news briefings ▪ Respond to misinformation ▪ Distribute fact sheets/information as required ▪ Liaise with ES Coordinator ▪ Update stakeholders in recovery stage
<p>Board Liaison (BL) with <i>Halton Region Health Department</i></p>	<p>School Services Staff Representative and Health and Safety Officer</p>	<ul style="list-style-type: none"> ▪ Establish dedicated link on Board/school websites to Region's homepage ▪ Direct schools upon queries, as appropriate, in consultation with Regional Health Unit and Director of Education ▪ Respond to misinformation ▪ Liaise with ES Coordinator ▪ Update Director and Senior Staff as appropriate
<p>Essential Services (ES) Coordinator</p>	<p>Superintendent of Human Resource Services or Designate</p>	<ul style="list-style-type: none"> ▪ Assess daily status of ES, including available personnel ▪ Redeploy internal staff as required ▪ Liaise with MC and BL ▪ Confirm employee quarantines ▪ Update Senior Staff as appropriate

Facilities Coordinator	Superintendent of Facility Management Services or Designate	<ul style="list-style-type: none"> ▪ Liaise with MC, BL, Director of Education, and Region of Health regarding potential reassignment of school use
Curriculum Recovery Coordinator	Curriculum Services	<ul style="list-style-type: none"> ▪ Plan strategy for prioritizing and implementing curriculum at schools

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EXTERNAL COMMUNICATION:		
ACTION	RESPONSIBILITY	ASSIGNED STAFF
Appoint Board Spokesperson/ Media Contact (MC) and Back-up Media Contact (BMC)	Director of Education	C. Jewell (MC) L. Stocco (BMC)
Appoint Board Liaison/Contact with Regional Health Unit, Medical Officer of Health, HDSB (BL) and Back-up Board Liaison/Contact (BBL)	Director of Education	J. Langill/K. Dalgarno (BL) L. Clifford (BBL)
Inform Senior Admin., School Council Chairpersons, Trustees, Federations of Planning Process	School Services Staff Representative (J. Langill)	J. Langill/K. Dalgarno
Communicate/In-service all staff regarding proactive measures	School Services Staff Representative (J. Langill), Health and Safety Officer (K. Dalgarno)	K. Dalgarno/Principals
Communicate to Parents regarding Proactive Measures	Communication Officer (C. Jewell), Health and Safety Officer (K. Dalgarno)	Principals, Teachers
Establish web daily	Communication	C. Jewell, W. Elshof

EXTERNAL COMMUNICATION:

ACTION	RESPONSIBILITY	ASSIGNED STAFF
message for external stakeholders	Services (C. Jewell)	
Establish web daily message for schools	Communications Services(C. Jewell)	C. Jewell, W. Elshof
Establish automated greeting for reception desk usage	Director	W. Elshof
Appoint webmaster	Computer Services (W. Elshof)	R. Dick
Communicate School Closure Protocol to Stakeholders	Communication Services (C. Jewell), Computer Services (R. Dick)	Principals
Communicate/Review Emergency Closure, Evacuation Procedures	Superintendents	Principals

EXTERNAL COMMUNICATION:

ACTION	RESPONSIBILITY	ASSIGNED STAFF
Ensure business, residence, cell #'s in place for – a) Director b) Director designate c) MC & BMC d) BLC & BBLC e) Facilities coordinator f) Other	Communication Services (C. Jewell)	R. Rupolo
Solicit qualified staff for other Departments' Essential Services	Human Resource Services (J. O'Hara)	C. Tobin, T. Davis
Ensure all Board Office staff are aware of and have access to external communication	School Services Staff Representative (J. Langill)	K. Dalgarno, L. Stocco
Establish updated phone tree link from satellite sites to respective departments	Superintendents	St. Ann (R. MacDonald) St. Gabriel (G. Mahoney) 3 ALCs (F. Mazzetti)

EXTERNAL COMMUNICATION:

ACTION	RESPONSIBILITY	ASSIGNED STAFF
Communicate status of sites to Childcare, Best Start, Hub, community use of schools and Before & After School Programs	Facility Management Services (G. Corbacio)	C. Furlong
Designate staff for ongoing communication with: a) Custodial supply companies	Facility Management Services (G. Corbacio)	C. Furlong
b) Transportation services	Business Services (P. McMahon)	S. Morgan/D. Renzella
c) Post office, couriers	Communication Services (C. Jewell)	L. Stocco
d) Daycare facilities	Facility Management Services (G. Corbacio)	
e) Secondary school food services	School Services Staff Representative (F. Mazzetti)	Principals

EXTERNAL COMMUNICATION:

ACTION	RESPONSIBILITY	ASSIGNED STAFF
f) Furniture/equipment deliveries	Purchasing Services (F. Crouchman)	Craig Harling
g) Contracted Facility Services (e.g. Snow Plough)	Facility Management Services (G. Corbacio)	A. Duffield

INTERNAL COMMUNICATION:

ACTION	RESPONSIBILITY	ASSIGNED STAFF
Establish updated phone tree for individual departments	Superintendents	Superintendents
Establish updated phone tree for all Board Office Staff	Communication Services (C. Jewell)	L. Stocco
Establish updated phone tree for individual schools	Principals	Principals
Ensure all internal staff are aware of External communication	School Services Staff Representative (J. Langill)	W. Elshof, R. Dick
Redeployment of School Administrative Staff	School Services Staff Representative (L. Clifford)	L. Clifford, J. Rowles

SECTION 6 – POST PANDEMIC STAGE

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POST-PANDEMIC FOLLOW-UP (after the infection)

A. SURVEILLANCE

Supervision of students, staff, contract workers (bus drivers)

Was our emergency plan adequate?

Did we minimize the risk of infection by using proper control measures?

- Hand washing
- Daily disinfecting (schools, buses, day cares/community center)
- Monitoring attendance (sick children/staff to stay home)
- Isolating sick children/staff when symptoms show up at school

Did we train/educate staff, children, and parents to identify and recognize the symptoms and how to react to the virus and protect themselves as well as others with whom they come in contact?

Did we have enough supplies at every location (ex: latex gloves)?

Was there adequate supervision in each location and for each target group (students, staff, contract workers, visitors)?

Did we monitor all absences on a daily basis during the pandemic?

B. COMMUNICATION

Back to business - Return to work plan following a pandemic

After a pandemic wave is over, it can be expected that many people will be affected in one way or another; many persons may have lost co-workers, friends or relatives, will suffer from fatigue or may have financial losses due to interruption of business.

- What is the recovery plan?
- Define services for social, psychological and practical support for affected employees. If needed, organizing training and education for personnel involved.
- Identify contact persons for existing community groups such as religious, church, sports groups etc...

Return to work Contact Lists

Once we have received word that the pandemic/outbreak is over by the Health Unit. The School Board may issue a public service announcement. This message will be posted on the website in coordination with the other school boards.

The school board will contact all school principals. School principals will contact all their teachers on their current and up-to-date contact list.

All schools must be sanitized and disinfected prior to re-opening of school.

Facilities will contact all community centers/YMCA in schools. All spaces and equipment must be cleaned and sanitized prior to re-opening.

Education/Training

Was enough training and education provided (students/parents, school personnel, other workers in schools)?
Was it provided to all the right people?

Target Groups

Were sufficient control measures put in place?
Did we properly estimate the impact of the pandemic-virus?
Were we able to identify the proper target groups/schools by having adequate, factual and timely information (absences and info on pandemic-virus)?
Did we respond quickly enough and adequately enough considering all aspects of the situation? If not, what were the inhibitors?

C. EMERGENCY MEASURES

Custodial Practices

Was the frequency of cleaning and disinfecting appropriate?
Were custodians and bus drivers well trained and using the proper techniques?

Were they using the proper products and with the proper concentration of dilution?

High Risk Population Groups

Were the students in a high risk population identified and did they receive adequate protection against the spread of the pandemic-virus?

Did the key personnel in these groups know who to contact in the event that symptoms were displayed?

Transportation

Were the bus drivers adequately trained for evacuations?

Did they respond appropriately and in a timely fashion in the case of an evacuation?

Did we have a sufficient number of drivers and buses?

External Demands of our Resources

How prepared and accessible were our facilities in assisting the Health Unit?

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APPENDIX

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Appendix A – STAFF ALLOCATION DURING PERIODS OF ABSENTEEISM CHARTS

Communication Services						
Priority No.	Service/Activity	Current number of staff	Number remaining with 35% Absenteeism	Potential for surge increase	Other Sector assistance	Work from home potential
A	Communications Services	3	2	Yes	Yes	Yes
A	Switchboard/Reception	1	0	Yes	Yes	No
B	Printing Services	3.7	2	No	Yes	No
C	Mail Distribution Services	1	0	No	Yes	No

Computer Services

Priority No.	Service/Activity	Current number of staff	Number remaining with 35% Absenteeism	Potential for surge increase	Other Sector assistance	Work from home potential
1	WAN Network Infrastructure	2			Yes	Limited
2	Email – Microsoft Exchange	3		Yes	Limited	Yes
3	Central Server/ Storage Infrastructure	3			Limited	Yes
4	Education Centre & School Telephone/PA Systems	2		Yes	Yes	Yes
5	Trillium Student Admin System	3			Yes	Yes
6	Synrevoice System (school to home communications)	2		Yes	Limited	Yes
7	Building Automation Systems	2			Yes	Yes
8	HR Ceridian/ISYS System	2			Yes	Yes

Computer Services

Priority No.	Service/Activity	Current number of staff	Number remaining with 35% Absenteeism	Potential for surge increase	Other Sector assistance	Work from home potential
9	HR SEMS System	2		Yes	Yes	Yes
10	Board Financial System BAS	2			Yes	Yes
11	Board Internet Site	4		Yes	Limited	Yes
12	Board StaffNet Site	4		Yes	Limited	Yes
13	Special Education IEP System	2			Yes	Yes
14	School Banking System	2			Yes	Yes
15	Elementary Computer Support	6			Limited	No
16	Secondary Computer Support	4			Limited	No

Director's Office						
Priority No.	Service/Activity	Current number of staff	Number remaining with 35% Absenteeism	Potential for surge increase	Other Sector assistance	Work from home potential
A	Director's Office	3	2	Yes	Yes	Yes

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Facility Management Services

Priority No.	Service/Activity	Current number of staff	Number remaining with 35% Absenteeism	Potential for surge increase	Other Sector assistance	Work from home potential
A	School Building Monitoring and Security/ Managers	8	3	No	No	No
	Maintenance/ Repairs	6	2	No	Yes	No
	Plumbing-Electrical Contractors/ Repairs			No	Yes	No
	Security/Contractor			No	Yes	No
A	School Energy Monitoring/ Engineers	2	1	No	Yes	No
	HVAC Contractor/Repairs			No	Yes	No
C	School Custodians/ Cleaning			No	Yes	No

Facility Management Services

Priority No.	Service/Activity	Current number of staff	Number remaining with 35% Absenteeism	Potential for surge increase	Other Sector assistance	Work from home potential
	Ascension	3	1			
	Canadian Martyrs	3	1			
	Holy Rosary B	3	1			
	Sacred Heart of Jesus	3	1			
	St. Elizabeth	3	1			
	St. Gabriel	3	1			
	St. John B	3	1			
	St. Mark	3	1			
	St. Patrick	2	1			
	St. Paul	2	1			
	St. Raphael	2	1			
	St. Timothy	3	1			
	Assumption	5	2			
	Notre Dame	7	2			
	Holy Cross	3	1			
	St. Brigid	3	1			
	St. Catherine of Alexandria	3	1			
	St. Francis	2	1			

Facility Management Services

Priority No.	Service/Activity	Current number of staff	Number remaining with 35% Absenteeism	Potential for surge increase	Other Sector assistance	Work from home potential
	Christ the King	7	2			
	St. Joseph A	2	1			
	Holy Rosary M	3	1			
	Guardian Angels	3	1			
	Our Lady of Victory	2	1			
	St. Peter	2	1			
	Bishop Reding	7	2			
	Holy Family	2	1			
	Mother Teresa	3	1			
	Our Lady of Peace	3	1			
	St. Andrew	3	1			
	St. Bernadette	3	1			
	St. Dominic	3	1			
	St. James	3	1			
	St. Joan of Arc	3	1			
	St. John O	2	1			
	St. Joseph O	2	1			
	St. Luke	3	1			

Facility Management Services

Priority No.	Service/Activity	Current number of staff	Number remaining with 35% Absenteeism	Potential for surge increase	Other Sector assistance	Work from home potential
	St. Marguerite d'Youville	3	1			
	St. Matthew	2	1			
	St. Michael	2	1			
	St. Vincent	2	1			

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Financial Services

Priority No.	Service/Activity	Current number of staff	Number remaining with 35% Absenteeism	Potential for surge increase	Other Sector assistance	Work from home potential
B	Accounting	4	2.6	No	No	Yes
C	Budget	2	1	No	No	Yes
A	Payroll	4	2.6	No	No	Yes
C	Purchasing	3	2	No	No	Yes

Human Resources Services

Priority No.	Service/Activity	Current number of staff	Number remaining with 35% Absenteeism	Potential for surge increase	Other Sector assistance	Work from home potential
1	Pay	7	4.5	Yes	Payroll	Yes
2	Benefits	6	3.9	Yes	Payroll	Yes
3	SEMS	8	5.2	Yes	I.T.	Yes
4	Absence Reporting	8	5.2	Yes	Payroll	Yes

Special Education Services

Priority No.	Service/Activity	Current number of staff	Number remaining with 35% Absenteeism	Potential for surge increase	Other Sector assistance	Work from home potential
A		4	2.6	Yes		

Transportation Services

Priority No.	Service/Activity	Current number of staff	Number remaining with 35% Absenteeism	Potential for surge increase	Other Sector assistance	Work from home potential
C	Planning	1	0	No	No	Yes
C	Transportation	3	2	No	No	Yes
C	Assessment	2	1	No	No	No

APPENDIX B - Influenza Pandemic: Putting the Pieces Together ~
November 30, 2005, Emergency Management Unit, Ministry of Health

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APPENDIX C - Preventing the Spread of Influenza (the Flu) in Child Care Settings: Guidance for Administrators, Care Providers and Other Staff

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