

BRONTE COLLEGE OF CANADA
PANDEMIC PREPAREDNESS PLAN

Introduction

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.

Should a pandemic situation occur, the health and safety of staff and students would be closely monitored. If health and safety becomes a concern, the Executive Committee will consider recommending the closure of the school. It is also possible that the Medical Officer of Health may make recommendations regarding the closure of our school.

It should be noted that while the schools are open during a declared pandemic, normal program expectations and service levels may not be met.

Operations – Organizational Structure

In the event of a pandemic being declared, the Executive Committee will be responsible for directing the system on a day-to-day basis.

It will ensure that a highly structured and directed mode of operations be followed.

Role of the Executive Committee

1. To direct the overall operation of the school.
2. To receive reports from members.
3. To review the plan for the release of information as prepared by the Committee and to authorize the sending of media releases.
4. To determine the closing of the school due to excessive absenteeism.
5. To monitor and make recommendations of the overall operation of the school on a daily basis.
6. To make a clear and complete assessment of situations that may arise in the Region.
7. To help determine the substance of all news releases.
8. To act as an emergency resource for all school personnel.

Operational mode

1. By 10:00 a.m. each day, the Committee shall receive update reports from all members including absenteeism reports.
2. To ensure that there is always a designated person in charge available to respond to an emergency situation.
3. Requests by the media will be referred to and received only by the principal. The school will otherwise be closed to media. The committee will assess situations and assist the principal in the development of press releases and statements.

Information Items

Intention

It is our intention to conduct the affairs of Bronte College of Canada in accord with existing Bronte College of Canada policies and operating procedures.

The following is for your information as to what the intention of the administration will be once a pandemic is declared. The intention is that:

1. UGB and depending on time of year, summer school and summer camp programs will be cancelled.
2. Courier – will operate as usual.
3. Essential Maintenance Services – sufficient contractors in the areas of heating, air conditioning and controls, electric, plumbing, P.A. systems, fire alarms, program bells, structural (glazing repairs), roofing, security alarms, snowplowing & sanding/salting, grass cutting, locksmith services and computer repair have been contracted and we expect to have adequate resources in the event of any emergency which should be reported by the principal or designate to Maintenance Services.
4. Garbage Collection – the normal process for garbage collection will be maintained.
5. Instruction/Evaluation/Reporting – where possible, the regular instructional program and those activities related to instruction, evaluation and reporting will continue.
6. Maintenance – the normal procedure shall continue. School staff and outside contractors will be used for all types of emergency maintenance and routine maintenance may be suspended.
7. Occasional Teachers – the school principal be permitted to engage supply teachers to ensure appropriate levels of coverage and supervision in school
8. Professional Development Activities – all professional development activities and attendance at conferences will be cancelled.
9. Supplies Orders – the normal process for order and delivery of supplies will be maintained.
10. Volunteers – volunteers or co-op placements will be notified and not attend until school committee determines if safe.
11. Cleaning – protocol will be developed in consultation with the contractor and Bronte's Maintenance Supervisor to enhance cleaning and sanitization.

Communication Plan for Pandemic Preparedness Contingency

Strategic considerations

- We are not doctors. We must rely on the advice and directions of provincial public health officials in the event of a pandemic. Decisions about closing schools for health reasons (as opposed to safety issues due to insufficient staff to provide adequate supervision) must be made by public health officials, not the Executive Committee.
- It is vital to recognize that nothing is more important to parents than the wellbeing of their children. Parents will not hesitate to keep their children home from school if they perceive a possible threat to their children's health. They tend to be skeptical of "experts" who tell them it is safe for their children to be in school – they seek alternate sources of information and will question how we can "guarantee" that their child will not suffer any health effects.
- Public reaction will be divided between those who will think we are not doing enough to protect the safety of staff and students and those who think we are over-reacting. All of our decisions will be completely open to public scrutiny and criticism. Despite the extremes of public opinion, our goal is to make sure our stakeholders are informed about our plan and our contingency actions – whether or not they agree with them.

Communication goal

Stakeholders are confident that Bronte College of Canada is well prepared for a pandemic. They are aware of the ways to get information and provide feedback about our plan. During a pandemic contingency, stakeholders are highly satisfied at all times with the amount of information they are receiving about the status of programs and services.

Key messages

- Bronte College of Canada is well prepared for a pandemic. Our plan is completely open to staff, students and the community for their information and feedback.
- During a pandemic Bronte College of Canada 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 the school open as long as it is safe to do so. Non-essential services (school field trips, extra-curriculars, travel, SAC social events, school store etc) will be halted to focus on providing the most necessary services to our school and residential community.

Communication strategies

Stage 1: Preparing for contingency

Communicate Bronte College's pandemic preparedness plan widely to all stakeholders

- Our website will contain all information about the school's pandemic plan.
- Communicate to all staff in June and September to inform them about the pandemic plan. Create a template script and package that supervisors can use to communicate with their staff about the plan. The staff handbook also contains a brief outline of this plan.
- Meet regularly with the joint Health & Safety committee. Provide informal updates as needed between meetings.
- Create a brief plain-language summary fact sheet about the school's pandemic plan, Q&A and other background material, as well as the complete plan. Translate summary fact sheet into three of the main languages spoken at Bronte College (Simplified Chinese, Traditional Chinese, Spanish and English). Distribute to parents, as well as posting on the Bronte College website. Our agents and representatives in countries with other languages will translate our English version and distribute to parents.
- Create a series of template parent communications for newsletters to inform parents and students about various aspects of the pandemic plan.

Stage 2: Pandemic is confirmed outside of Canada

After consulting with public health authorities to gain reassurances that there is no imminent health concern in Peel, the school would continue to use all of the communication strategies from Stage 1 to reassure staff, parents and other stakeholders. Use the heightened interest to make sure stakeholders understand the school's contingency plan and how they can gain information. Emphasize awareness of the services that have been identified as essential during a pandemic, and those that would be curtailed during contingency.

Communicating with staff

- Cascade of meetings to ensure face-to-face communication with all staff.
- Executive Committee will meet with their staff, providing information about the information received from public health authorities. Explain that if there is a confirmed case of pandemic in Ontario, the school will go into contingency. Explain how school will operate during contingency.

- All meetings will emphasize the message that, in the event of contingency, the Executive Committee expects staff to come to work if they are well, unless public health authorities or the Executive Committee close the school. Provide staff with direction about how to find out if the school is open or closed (page on website, school's voice mail, emergency call-out).

Communicating with parents and the public

- Update website to provide most current information. Send update to subscribers.
- Provide a parent communication, translated into all languages. Use this letter to reinforce information sources and remind them of essential services.

Stage 3: Pandemic is confirmed in Ontario

In the event that public health authorities confirm a pandemic in Ontario, Bronte College of Canada will go into contingency.

Communicating with staff

- Email all staff informing them that Bronte College is now in contingency. Inform them of the public health guidance the school has received. Remind them of the main ways that the school will function during contingency – e.g. what essential services will continue and what activities will be curtailed. Remind them of information sources. Remind them that the Executive Committee expects them to come to work if they are well, unless public health authorities or the Executive Committee close the school. Instruct all staff how to find out if the school is open or closed through the website and email. See **Appendix C: Staff Communication Tree** for more details.
- Provide script, Q&A and other background to Executive Committee. Ask them to feed back questions and concerns they are receiving, through the chair, so they can be added to Q&As.
- Provide all staff groups with a daily email update following Executive Committee meetings.
- Intranet broadcast page will be cleared of all messages other than contingency information. Staff will be given this as one of their main information sources. Daily updates will be posted after the Executive Committee meeting.

Communication with parents and students

- Send home letter and email to all parents, explaining that the school is now in contingency. Letter is translated into all languages.

- Letter explains main ways to get information – websites, school voicemail.
- Remind parents of essential services that will continue in schools and those that will be cancelled.
- Emphasize that, if they are well, students are expected to come to school unless public health authorities or the Executive Committee close the school.
- Emphasize key message that students who are ill should remain at home.
- Explain that field trips and excursions will be cancelled during contingency and let them know they will receive specific information from the school about trip and excursion refunds/rescheduling (probably after contingency is over).

Use website as main information source for parents and the community about the status of the school.

- Website home page will spotlight contingency messages.
- Daily updates will be posted following Executive Committee.
- Send all newly posted information out to subscribers.

Provide information on voicemail

- Use school's voicemail system to provide overall information and status of school.
- Update voicemail messages daily following Executive Committee.

Provide school with standard signage – “School is open” or “School is closed” to be posted on the school exterior each day to help communicate with parents.

Provide school with scripts to use on the school answering machine to provide parents and staff with the information about the status of the school.

Provide school with scripts for secretaries on a daily basis, or as necessary, to answer parent questions regarding contingency.

Community organizations and media

- Prepare daily update for media. Post on website and email to subscribers. School will be closed to media, except where special permission is given by the Executive Committee.
- Designated speaker is the principal.
- Hold media briefings or news conferences, if needed, to share significant news.

Contingency Strategies

In the event that Bronte College of Canada is in contingency, the following procedures will be put in place.

Classes

To ensure the health and safety of the students, if two-thirds of the teaching staff is absent, all academic classes, English as a Second Language (ESL) classes and the language centre, the independent learning centre, guidance services, business office will be cancelled and/or closed.

Visitors

Visitors will not be allowed into the school.

Maintenance and contractors

Maintenance can function with one full time person Mondays through Fridays 7 a.m. -3 p.m. for day-to-day needs.

- Renovation work may discontinue.
- One maintenance person must be on call at all other times.
- Contractor services may be restricted to emergencies only.

Front desk

Front desk must have someone working at all times, as this is a central contact point for the parents, staff, students and the public.

Residence

To ensure the health and safety of the residence, one full time person (excluding the front desk) is required during the weekdays, and one person on call at all other times.

Cafeteria/Kitchen

It is essential that students under the care of the school have meals. The cafeteria and kitchen can function with two full time people each day. Every kitchen staff is capable of operating all equipment in the kitchen.

- Students will be required to assist with serving.
- Snack may not be served.

- Disposable dishes and cutlery may be used.
- The menu may be altered to have meals prepared quickly and with lesser kitchen staff available. See **Appendix B: Emergency Menu** below.
- Shortages of supplies may occur because of increased demand during the pandemic – one of our main food suppliers, Gordon Food Services (GFS) has committed to delivering on a daily basis during a pandemic.
- The freezer is able to store a minimum of three full days worth of food.

Local students – School is open

- Parents notified by email, website, and a telephone call from the school of status.
- Students who are ill at school will be sent home for medical attention.
- Students ill from home to seek medical attention and refrain from attending school.
- Students remain at home until approved by a doctor.
- Parents should notify school of any projected absences.
- Teachers will keep students updated through the web portal re homework and assignments.
- Students at school will follow an intensive preventative program (hand wash stations, cough etiquette, avoid large gatherings, stay home if sick).
- Field trips, excursions and extra-curricular activities and other non-essential programs may be cancelled.

Local Students – School is closed

- Parents are notified immediately by email, website and a telephone call from the school.
- Students do not attend school until notified.
- Teachers will keep students updated through the web portal re homework and assignments.
- Upon re-opening the schedule may need to be revised to make up lost time (i.e. longer periods, Saturdays, etc.).
- Parents receive regular updates by email and web postings.

- Parents notified by a telephone call when school is deemed to be safe to re-open.

Residence students – School is open or closed

- Parents notified by email and website of status.
- Students who are ill will be taken for medical attention and isolated. See **Residence isolation procedures** below.
 - Parents of isolated students will receive a letter by post mail and email.
 - Students who are confirmed to have the pandemic virus/disease/illness will be quarantined. See **Residence quarantine procedures** below.
- Teachers will keep students updated through the web portal re homework and assignments.
- Students at school will follow an intensive preventative program (hand wash stations, cough etiquette, avoid large gatherings, stay home if sick).
- Healthy (students not having flu-like symptoms) will be allowed outside.
- Field trips, excursions and extra-curricular activities and other non-essential programs may be cancelled.

Cleaning

Cleaners will be instructed to spend more time disinfecting common areas and less time on cosmetic cleaning or cleaning classrooms if classes are canceled. Common areas are:

1. Shower curtains and windows
2. Door knobs and door handles and areas surrounding areas
3. Stair railings
4. Toilet and sink handles and hand dryer buttons
5. Vending machine buttons
6. Smart card machines
7. Locker handles
8. Telephone handsets
9. Desktops
10. Any other additional areas that are commonly touched by many people

Cleaners will detail clean and disinfect vacated rooms of confirmed students with the pandemic virus/disease/illness immediately after students move out. Cleaners will disinfect quarantined rooms after students are cleared and moved back to their rooms.

The Daily Cleaner supervisor will be dedicated full time to following up disinfecting procedures. A designated Bronte College of Canada staff will oversee disinfection procedures on a daily basis.

The cleaners will provide backup staff in event any of its members become ill, and will inform the school if any members are confirmed to have the pandemic virus/disease/illness.

Residence isolation procedures

Initial report of illness

- All students who report illness must report to Front Desk (Ext. 2000).
- Front Desk prompts student for what his/her illness symptoms are.
- If one or more of the symptoms are flu symptoms (fever, cough, runny nose, sneezing, sore throat), arrangements must be made for the student to go to a walk-in clinic:
 - Give student a mask.
 - Inform student to go to walk-in clinic, taking minimum \$100 (preferably \$150).
 - Give student Insurance Form and have student fill in form and sign before leaving.
 - Log in the student name, room #, symptoms in the general log book.
 - Inform student he/she MUST return to Front Desk immediately after clinic visit.

Student returns from walk-in clinic

- Student returns to Front Desk and shows Insurance Form to Front Desk person. If doctor's diagnosis indicates any kind of infection (e.g. "flu like", "U.R.T.I.", anything ending in "itis" or anything referring to "infection"):
 - Front Desk person enters information into *Flu Potential Isolation List*.
 - Front Desk person informs student they must remain in room until further notice.
 - Front Desk person gives infected student:
 1. Mask
 2. Homework portal slip

Follow up for students on isolation

- Front Desk person on duty checks *Flu Potential Isolation List* each meal time and arranges:
 - Meal delivery
 - Check Status (of symptoms with student)
 - When checking status, if all symptoms (fever, cough, runny nose, sneezing, and sore throat) are gone, then student can be CLEARED from Isolation and no further procedures are required. Front Desk person then fills in “Date Cleared” and “Front Desk” fields near top of form.

Residence quarantine procedures

Reported students with the pandemic virus/disease/illness will be moved into rooms in designated quarantined sections of the residence. There is one potential quarantined section for each floor. There are a total of 53 potential quarantined beds in these sections.

Potential quarantined sections are:

1. Floor 1: Rooms 141, 142, 143, 144, 145D, 146
2. Floor 2: Rooms 235, 236, 237, 238, 239
3. Floor 3: Rooms 341, 342, 343, 344, 345D, 346
4. Floor 4: Rooms 435, 436, 437, 438, 439
5. Floor 5: Rooms 541, 542, 543, 544, 545D, 546
6. Floor 6: Rooms 639, 640, 641, 642, 643, 644
7. Floor 7: Rooms 719, 720, 721, 722, 723D, 724
8. Floor 8: Rooms 818, 819, 820D, 821, 822, 823D, 824

Each potential quarantined section has a common washroom and bathroom.

When the first student is moved into a quarantined section, any current “healthy” students in that area will be moved to available empty rooms or “Step Down Rooms”. There are six such rooms and they are located near Rooms 110, 140, 310, 340, 510, 540, and the 9th floor lounge. Two “healthy” students can reside in each Step Down Room, allowing a total of twelve students that can be moved.

Quarantined students will be instructed to not leave the quarantined section, unless a fire alarm occurs. They will be instructed to only use the washrooms and bathrooms in the section and to use a mask at all times when they leave their room. Arrangements will be made to have their meals delivered to their rooms. These conditions will remain for each student until he/she is cleared from having the virus/disease/illness from a doctor. Parents of quarantined students will be updated daily on the condition of their children. See **Appendix A: Sample Letters** for the *Parent notification letter* and the *Parent care follow up letter*.

All other students (not in quarantined sections) will be instructed not to enter quarantined sections. Re-emphasis of proper hygiene procedures (washing hands, sneezing into tissue or arm, not touching nose or mouth with open hand) will be given to all students.

Cleaners will do detailed disinfection of rooms vacated by reported students with the pandemic virus/disease/illness. During the September enrollment, the quarantined sections on the 1st and 5th floors will be the last ones assigned, to allow these areas to be kept open as long as possible.

