



Renfrew County Catholic District School Board 2009 – 2010 H1N1 Operational Response Plan

This H1N1 operational response plan has been developed based on the Guidelines for the Prevention and Management of Pandemic (H1N1) 2009 in Elementary and Secondary Schools issued by the Ministry of Health and Long Term Care and the RCCDSB Pandemic Response Plan. As more information becomes available the RCCDSB H1N1 Operational response plan will be updated.

Terms

Influenza-like Illness (ILI)

Influenza-like Illness (ILI) is the acute onset of respiratory symptoms with fever and cough and one or more of the following symptoms: sore throat, muscle aches, joint pain, or weakness. In children under five, gastrointestinal symptoms may be prominent.

Education and Communication

- Renfrew County Catholic District School Board will continue to provide information to students, staff, volunteers and parents advising them of symptoms to be watchful for, proper infection control and prevention practices and what to do if their child becomes sick. All communication items will also be posted to the Board web page.
- Principals will contact the Director of Education or designate when they have 10% or greater of their school absent with ILI or if the reason for the absence is unknown. This communication will be on a daily basis. The Director or designate will supply this data to the Ministry of Education, the Renfrew Public Health Unit, and the Presidents of COPE, CPCO, CUPE and OECTA on a weekly basis.
- If a school hits the 10% absenteeism rate due to ILI or unknown absences the Principal will send home a letter informing the school community of the absenteeism rate. A follow up letter or other form of suitable communication will be communicated once a week to inform the school community of the absenteeism rate. If there is a significant change in absenteeism rate before the end of the week the Principal will contact the Director or designate to develop an extended communication plan.

Infection Prevention and Control

- School custodians will check hand washing facilities daily to ensure that running water, supply of soap in a dispenser and paper towels or hand dryers are available in all washrooms. An alcohol-based hand rub will be placed in all classrooms with no sinks and at the front office beside the sign in book. All visitors to the school will be asked to clean their hands upon signing in.
- Signs will be placed in all schools highlighting the importance of prevention practices.

- Students will be encouraged to use their own pens, pencils, tissues, etc. at school to reduce the need to share supplies. Teachers in the primary grades will also provide direct instruction to their students on how to properly wash their hands.
- Students, staff and volunteers will be encouraged to cough and sneeze into their sleeve (not their hand) or to cover their mouth and nose with a tissue when coughing or sneezing.

Managing ILI in Students, Staff and Volunteers

- Parents will be advised to keep children with ILI symptoms at home. Students who arrive to school ill or who become ill at school will be separated from other children and will be supervised by staff or volunteers until they can be picked up. Families will need to ensure that they have an emergency contact available to come and pick up an ill child. Schools and families should also ensure that their emergency contact information is up to date.
- Each school shall develop a protocol to notify parents/guardians/designated alternates if their child becomes ill with ILI at school and they will be advised that their child should stay home until they no longer have a fever and are well.
- Ill staff and volunteers should not come to work. Staff/volunteers that develop symptoms of ILI while at work should leave the school as soon as possible and not return until they no longer have a fever and are well.

School Closures

- School closures are not recommended at present. However, in the event that insufficient staff is available to continue to supervise and operate a school or a quarantine is issued, the Director of Education or designate may, in consultation with the Renfrew Public Health Unit issue a school closure. The cancellation of transportation services notice will be provided by the Renfrew County Joint Transportation Consortium (RCJTC), to local radio stations and on the Board and RCJTC web sites.

Governance

- Should the Director of Education or the Superintendent of Educational Services become incapacitated or under medical quarantine, a designate appointed on an annual basis shall assume supervisory officer duties at the Board office until such time as the Director or the Superintendent of Educational Services is able to resume his/her duties.
- Should the principal of a school become incapacitated or under medical quarantine, the vice-principal or principal designate will assume all duties and functions of the principal.
- Should a manager at the Board become incapacitated or under medical quarantine, he/she will have a designate named to assume all duties and functions of the manager.