

Columbia College Pandemic Preparedness

NOTE:
Must; Shall; Will:
Should:
May or Could; Can:

Clarification of Terms
These words or phrases indicate actions or activities that are *essential or mandatory*.
This word implies that it is highly desirable to perform certain actions or activities, but not essential or mandatory.
These words imply freedom or liberty to follow an alternative to the action or activity being presented in a document.

Prevention

1. Abundant supply of essential items such as toilet paper, paper towels, cleaning supplies, disinfectant, masks.
2. Washroom and kitchen areas cleaned and disinfected twice daily.
3. Hand sanitizer dispensers installed around the college at strategic places.
4. Education, education, education for staff and students.
 - Pamphlets that we can put in payroll, hand out at student orientations, posters including prevention techniques, more pictures than words
 - Information around the college that indicates what flu symptoms are, where to get flu shots
 - Contact numbers for health help line, web site (perhaps Calgary's) local flu updates, emergency medical information, aseptic wash samples
5. Stockpiling equipment that may be needed in the case of an influenza pandemic (e.g. hand hygiene products, paper products & waste disposal receptacles).
6. Ensure that pandemic planning is consistent with any existing college emergency operations plan.

Out-Break Management

1. All essential staff, be prepared, if necessary, to work from home as much as possible using e-mail, telephone, post to conduct business.
2. Develop a web site so that students could access homework, etc. online.
3. Someone else should be cross trained for your position.
4. Keep handy numbers to temp agencies for accounting, secretarial, IT.
5. The following issues should be considered by administration:
 - Cancellation of classes and/or public events
 - Closure of campus and/or public transportation
6. Have a "health official" designated at the college who could assess the health of any individual at the college and have the authority to enforce mandatory sick leave.

7. Most of the duties and responsibilities of the program managers of the professional programs could be handled by any program manager. A program manager could step in and manage another program for a short period of time.
8. Program Managers need to have at least four “back up” facilitators for each course.
9. Facilitators need to:
 - Have extra assignments that will cover material in class. These assignments could be given to students who miss class due to illness.
 - We may have to consider extending the length of a course to accommodate those students who become ill. Example: A student may become ill in the last week of the course. The facilitator may provide them with an assignment that they could complete to pass the course. The student would have until two weeks beyond the official end date of the course to complete the assignment.
 - Registrar’s office would handle this. It is an option we should look at.
10. If it is deemed appropriate by the “health official”, classes would cease and would resume once the crisis was deemed to have passed.
11. Follow through with measures not already mentioned from the PROTECTION OF STAFF & STUDENT HEALTH section of the Columbia Pandemic Checklist such as:
 - Guidelines to change the frequency and type of face-to-face interactions (e.g. hand shaking, seating in labs and classes, office layout and shared work stations), among staff and between staff and students are implemented.
 - Annual influenza vaccination for staff and students is encouraged.
 - Staff and students with special needs are identified and requirements of such persons into the preparedness plan are incorporated (**Bruce’s group**).
 - Sufficient and accessible infection prevention and control supplies (e.g. hand hygiene products, tissues, and receptacles for their disposal) are available in all locations of the college.

Communications and Knowledge Management

1. An emergency communications plan is established and revised periodically. The plan includes the identification of key contacts, chain of communications and processes for tracking and communicating college business, staff and student status.
2. Communications and information technology infrastructures are enhanced to provide staff and student support for telecommuting and access to college website.
3. Communication is culturally and linguistically appropriate for staff and students.
4. Information is disseminated to staff and students about Columbia’s pandemic preparedness and response plan
5. Staff and student fear and anxiety, rumors, and misinformation are anticipated and appropriate communication is put in place to deal with these concerns.
6. Best practices are reviewed with other colleges.