

Columbia College Pandemic Preparedness Checklist

NOTE: <i>Must; Shall; Will:</i> <i>Should:</i> <i>May or Could; Can:</i>	Clarification of Terms These words or phrases indicate actions or activities that are <i>essential or mandatory</i> . 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.
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IDENTIFICATION OF KEY PEOPLE AND SKILLS

1. Pandemic coordinator is identified.
2. Key team members (e.g. security, communications staff, and academic staff and student representatives) with defined roles and responsibilities for preparedness, response and recovery planning are identified.
3. Essential staff and other critical inputs (e.g. raw materials, suppliers, subcontractors, products & logistics) required to maintain business operations by location and function during a pandemic are identified.

COORDINATION

1. Scenarios likely to result in an increase or decrease in demand for educational services during a pandemic (e.g. restriction on mass gatherings, need for hygiene supplies, closure of the college) are developed and planned for.
2. Different outbreak scenarios including variations in severity of illness, mode of transmission, and rates of infection in the community are planned for.
3. The following issues should be considered:
 - Cancellation of classes and/or public events;
 - Closure of campus and/or public transportation;
 - Stockpiling equipment that may be needed in the case of an influenza pandemic (e.g. hand hygiene products, paper products & waste disposal receptacles).
4. The college will work with provincial and local public health and other authorities to identify legal authority, decision makers, trigger points, and threshold to institute community containment measures such as closing (and re-opening) the college.
5. The college's legal responsibilities and authorities for executing infection control measures, including case identification, reporting information about ill students and staff, isolation, movement restriction and provisions of healthcare on campus will be identified and reviewed.
6. The college will ensure that pandemic planning is consistent with any existing college emergency operations plan and is coordinated with the pandemic plan of the community and of the provinces higher education system.
7. Exercises and/or drills to test Columbia's pandemic plan are implemented and revised regularly.

8. Authorities, triggers and procedures for activating and terminating the College's response plan is set up.
9. Columbia College will work with the local health department to discuss an operational plan for the increased need for healthcare and other mental health and social services to meet the needs of the college and community after a pandemic.
10. Columbia will participate in exercises of the community's pandemic plan.
11. A recovery plan to deal with the consequences of the pandemic (e.g. loss of students, loss of staff, financial and operational disruption) will be developed.

PLAN FOR LARGE ABSENCE (10%-50%)

1. Employee absences during a pandemic (e.g. family member illness, personal illness, community containment measures & quarantines, college closure and public transportation closure) are forecasted and viewed as acceptable reasons for absence.
2. Policies for employee compensation and sick-leave absences unique to a pandemic (e.g. non-punitive, liberal leave), including policies on when a previously ill person is no longer infectious and can return to work after illness are established.
3. The development and dissemination of alternative procedures to assure continuity of instruction (e.g. web-based distance learning, telephone trees, mailed lessons and assignments) will be established.
4. Policies for staff who have been exposed to pandemic influenza, are suspected to be ill, or become ill at the worksite (e.g. infection control response, immediate mandatory sick leave) are established.
5. A continuity of operations plan for maintaining the essential operations of the college including payroll; ongoing communication with staff, students and families; security; maintenance; and housekeeping will be developed.

PROTECTION OF STAFF & STUDENT HEALTH

1. Up-to-date, reliable pandemic information from community public health, disaster services, and other sources is obtained and accessible to all staff and students.
2. Guidelines to change the frequency and type of face-to-face interactions (e.g. hand shaking, seating in labs and classes, office layout & shared work stations), among staff and between staff and students are implemented.
3. Annual influenza vaccination for staff and students is encouraged and tracked.
4. Staff and student access to occupational, mental health & social services during a pandemic are evaluated and improved as needed.
5. Staff and students with special needs are identified and requirements of such persons into the preparedness plan are incorporated.

6. Policies for preventing the spread of influenza at the worksite (e.g. cough etiquette, strict hand-washing protocol, prompt exclusion of people with influenza) are established.
7. Sufficient and accessible infection prevention and control supplies (e.g. hand-hygiene products, tissues, receptacles for their disposal) are available in all locations of the college.
8. Programs and materials covering the basics of a pandemic (e.g. signs and symptoms of influenza, modes of transmission), personal and family protection and response strategies (e.g. hand hygiene, coughing/sneezing etiquette & contingency plans), are developed and dispersed throughout the college.
9. Information for staff and students caring for ill family members or themselves is provided by the college.
10. 10.CDC travel recommendations during an influenza pandemic will be adopted as well as voluntary and mandatory movement restrictions. (Recommendations may include restricting travel to and from affected domestic and international areas, recalling nonessential staff working in or near an affected area when an outbreak begins, and distributing health information to persons who are returning from affected areas).

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. Avenues for communicating pandemic status and actions (e.g. message boards, hotlines and websites) to staff, vendors, suppliers and students inside and outside the college are developed in a consistent and timely fashion, including redundancies in the emergency contact system.
7. Community sources for timely and accurate pandemic information are identified and made available to all staff and students.
8. Collaboration with major local healthcare facilities is done in order to share Columbia's pandemic plans and understand capabilities and plans of these other facilities.

9. Collaboration with federal, provincial and local public health agencies &/or emergency responders is done to participate in their plan share the college's pandemic plans and understand their capabilities and role they will play in the College's plan.
10. Best practices with other colleges, the chamber of commerce, and safe workplace associations are shared in order to improve community response efforts.

RESOURCES:

U.S. Department of Health & Human Services, (March 20, 2006). Colleges and Universities Pandemic Influenza Planning Checklist. Retrieved 06/05/06, from <http://www.pandemicflu.gov>

Workplace Safety and Insurance Board (WSIB), (n.d.). Pandemic Preparedness Checklist. Retrieved 06/05/06, from <http://www.wsib.on.ca>