



ST. CLAIR

COLLEGE

Corporate Pandemic Plan

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Executive Summary of The St. Clair College Corporate Pandemic Plan

World health experts are predicting that conditions are ripe for a pandemic influenza that would affect a large portion of the world population (>30%) resulting in high rates of illness and death with devastating social and economic consequences. Although there is presently no pandemic outbreak, the focus is on monitoring the evolving situation, implementing prevention strategies, and preparing a plan for active response should pandemic influenza occur.

The St. Clair College Corporate Pandemic Plan places the College in a position of readiness should a pandemic outbreak of illness occur. The plan establishes the goal and principles of planning and identifies leadership and reporting structures during a pandemic. In order to achieve the goal of protecting members of the college community while maintaining functioning of college operations, the College is taking a **3-step approach** to pandemic flu planning:

Step 1: Prevention Pandemic illness has not yet been reported

Focus on education re: general preventive hygiene measures and immunization

Step 2: Preparedness Potential for pandemic illness – No immediate threat

Activities initiated for establishment of Pandemic Steering Committee

Creation of corporate and departmental guidelines for all steps of pandemic plan

Institution of preventive measures and surveillance program

Step 3: Response A-Alert: Illness reported in US/Canada – Threat Imminent

- Maintain all essential and non-essential operations
- Enforce heightened surveillance and use of preventive measures
- Activate Pandemic Communications: internal and external

B-Back-up: Illness affects 10% of college population

- Prepare to close some non-essential operations, provide back-up for all essential operations
- Continue surveillance, use of preventive measures and communications

C-Close Services: Illness affects 30% of college population

- Close all non-essential services
- Prepare to close some essential services at some sites
- College closes and information lines remain open

D-Discuss Reopening: Many Recover from Acute Illnesses

- SOG to discuss recovery plans for reinstatement of essential and non-essential services
- Senior Administrators and Pandemic Steering Committee (Directors, Managers & Chairs) meet to review criteria and process for return to business
- Departmental Managers meet with staff and faculty to reinstate essential services and non-essential services as resources permit
- College re-opens but remains on alert as it prepares for another wave of influenza

Departmental guidelines have been established for each of the departments outlined in the document. The guidelines delineate actions that will be taken at each step of the 3-step pandemic plan. Planning focuses on management of resources during a pandemic and identifies responsibilities of administrators, employees, students, and others within the college community. The plan is a “living” document that will need to be reviewed and updated on a regular basis.

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Introduction

“It is better to be prepared for an opportunity and not have one than to have an opportunity and not be prepared.” **Whitney Young Jr.**

St. Clair College has undertaken extensive measures to prepare for the challenges and opportunities posed by a possible outbreak of widespread influenza. *The St. Clair College Corporate Pandemic Plan* has been created through the combined efforts of Judith Harris, Vice President, Corporate and Community Services, Chair of Corporate Pandemic Planning; Virginia Macchiavello, Director, International Recruiting, Director Health Services, Chair Pandemic Steering Committee; Elyse Maindonald, Professor, Nurse Practitioner, Pandemic Influenza Response Coordinator; and Members of the Pandemic Steering Committee.

The plan was created to place St. Clair College in a position of readiness should a pandemic outbreak of illness occur that would threaten the both the health of the community and the business continuity of the college. Best- to worst-case scenarios were considered and appropriate plans were developed for responding at various levels of influenza contagion.

The *St. Clair College Corporate Pandemic Plan* has taken into consideration advisories from the World Health Organization (WHO), Health Canada, Ontario Ministry of Health and Long Term Care, Windsor Essex Health Unit, and the U.S. Centre for Disease Control. In addition, the *City of Windsor’s Pandemic Influenza Response Plan: “Tool Kit for Business Continuity Planning”* has been an invaluable help in developing the college plan. The college has sought to ensure that plans are consistent with those of relevant college and business counterparts throughout Ontario.

The St. Clair College Corporate Pandemic Plan is to be considered a “living” document that must be reviewed and updated on a regular basis as conditions change at the college, in the city and province, across the continent, and around the world.

St. Clair College Corporate Pandemic Plan

Overview of Pandemic Influenza

"Pandemic" refers either to when disease attacks a *majority of the population* of a geographical area or when an epidemic occurs at the same time in *many different parts of the world*. Influenza Type A viruses have the potential to cause a pandemic with high rates of illness and even death. Such widespread illness is also likely to have devastating social and economic consequences as human and material resources are depleted.

According to the World Health Organization (WHO), Canada is now in the Pre-pandemic (0), Level 2 phase of planning for a pandemic flu outbreak. What this means is that there is presently no pandemic influenza however, human infection with a deadly type of flu virus (i.e., Avian flu) has been confirmed in some parts of the world. At present, there are no known cases of human-to-human transmission and people living in Canada are not at an immediate risk. Work within the pre-pandemic phase focuses on monitoring the evolving situation, implementing prevention strategies, and preparing a plan for active response.

If human-to-human transmission of the avian flu virus does occur, it is expected that a pandemic outbreak is much more likely and could reach Canada within a few weeks to a few months. This would necessitate the activation of a plan for controlling the spread of the illness and for maintaining business functions throughout the crisis period.

Pandemic planning is based on the assumption that there is a possibility of pandemic influenza occurring as early as Fall 2006 and lasting up to 18 months. Infection rates are expected to cause absenteeism that may reach more than 30% of the population due to illness or the need to care for sick family members. It is possible that the virus may spread rapidly leaving little time to implement protective measures. It is very likely that there will be shortages of healthcare and emergency services and that normal operations may be severely disrupted.

Goal and Principles of Pandemic Planning

Overall Goal

The purpose of pandemic planning is to enable the College to meet the challenges of a health crisis (such as an influenza pandemic) which has the potential to result in a significant reduction in the number of staff and students available for continuing operations at the College. The overall goal of the Pandemic Plan is to protect members of the college community from the spread of illness while maintaining business operations at the college.

In order for the goal to be met, it will be necessary to:

- Provide and implement the use of resources needed for protecting individuals and
- Identify essential services within the College that will continue to be provided in a crisis such as an influenza pandemic.

Guiding Principles

It is believed that the goal of the pandemic plan will be met through effective leadership, organization, and participation.

- Senior Administration oversees college-wide pandemic planning and provides overall direction for the planning process.
- Leadership works closely with the City of Windsor and the Windsor Essex County Health Unit to ensure the pandemic strategy is consistent with federal, provincial, and local initiatives.
- A cross-representative Pandemic Steering Committee has input in the creation, communication, and implementation of the pandemic plan.
- Pandemic plans complement and may overlap but are different from emergency/disaster plans in that the College will have to plan for self-sufficiency as community partners will likely not be able to provide assistance during a pandemic.
- Participation by all members of the college community is crucial to the success of the plan.
- Participation will occur through
 - education of college community members about measures to prevent infection
 - encouragement in the use of preventive activities
 - surveillance and enforcement of preventive activities
 - creation of guidelines for specific departments/areas within the college
- Preventing the spread of illness requires the provision of Primary Care health services for affected college community members.
- The St. Clair College Pandemic Plan must be considered a “living” document that is to be reviewed and updated on a regular basis.

Leadership Structure in the Corporate Pandemic Plan

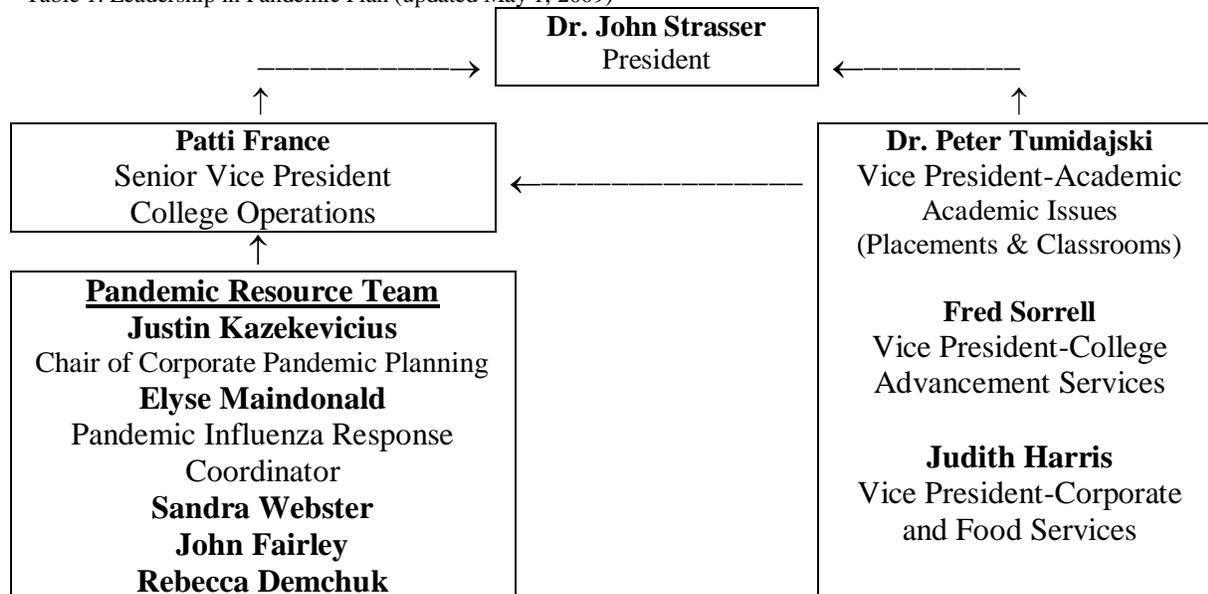
Senior Operating Group

St. Clair College Senior Administration, also known as Senior Operating Group (SOG) is comprised of the President, Senior Vice President-College Operations, Vice President-Academic, Vice President-Corporate & Community Services, Vice President-College Advancement Services.

The Senior Operating Group (SOG) is responsible for identifying: essential corporate services; approximate number of staff needed to provide essential services; the number of staff available for redeployment; skill sets required to provide essential services and skill sets of current staff. The SOG is responsible for issuing all directives.

Leadership in the Corporate Pandemic Plan also includes a Pandemic Resource Team that provides expert advice to the SOG for the purpose of creating and implementing the pandemic plan (see Table 1).

Table 1. Leadership in Pandemic Plan (updated May 1, 2009)



Pandemic Influenza Response Coordinator

The Pandemic Influenza Response Coordinator is responsible for coordination and preparation of the St. Clair College Corporate Pandemic Plan and for providing overall direction and support for the planning process.

Pandemic Steering Committee

The Pandemic Steering Committee is responsible for the development of protocols for their specific departments in the event of a pandemic outbreak (see Table 2). Preparedness guidelines for active phases of pandemic planning have been developed for all essential service areas (see Appendix E: Departmental Guidelines):

Table 2. Pandemic Steering Committee Members and Areas of Responsibility (updated May 1, 2009)

Pandemic Steering Committee Member	Designated Alternate	Area of Responsibility
Justin Kazakevicius	Rick Duguay	<i>Chair of Pandemic Steering Committee</i> Facilities Management & Essential Services
Elyse Mairdonald	Linda Jahn	<i>Pandemic Influenza Response Coordinator</i> Corporate Pandemic Plan
John Fairley	Ann Hetherington	Communications
Amar Singh	Lynn Fujimoto	IT Services
Elyse Mairdonald	Linda Jahn/ Pat Belanger	Health Centres
Rebecca Demchuk	Rick Duguay	Health & Safety
Kevin Fochuk	Julie McDonald	Student Residence
Sandi Webster	Joan Pocock	Human Resources & Surveillance Logs
Fernanda Mason		Food Services: Cafeteria & FCEM Tim Horton's
Mike DiMeo	Daniele Palanca	St. Clair Centre for the Arts

Communication Process During a Pandemic Outbreak

Medical Officer of Health

The Medical Officer of Health (MOH) has legislated lead responsibility for the provision of emergency health services, control of epidemics and response to large-scale adverse human health events such as pandemic influenza. The MOH has the power to identify, reduce, or eliminate health hazards and to issue orders if there is an immediate risk of an outbreak of a communicable disease.

Pandemic Influenza Response Coordinator

The Pandemic Influenza Response Coordinator (PIRC) must report cases of influenza to the local MOH or designate as defined in the WECHU Influenza Pandemic Plan. The PIRC is responsible for monitoring public health advisories (federal, provincial, and local) and reports directly to the Chair of Corporate Pandemic Planning regarding pandemic outbreaks.

Senior Operating Group

The Senior Operating Group (SOG) will direct the Pandemic Steering Committee to activate the response plan for monitoring influenza activity and for instituting guidelines in the college community. See *Appendix B: Communications in a Pandemic Outbreak*.

Pandemic Steering Committee

Members of the Pandemic Steering Committee will inform all persons in their respective areas to implement departmental guidelines. The Pandemic Steering Committee members will ensure that there is adequate coverage for all essential functions of their departments and report directly to their senior administrator when services must be disrupted due to inadequate staffing or resources.

Employees

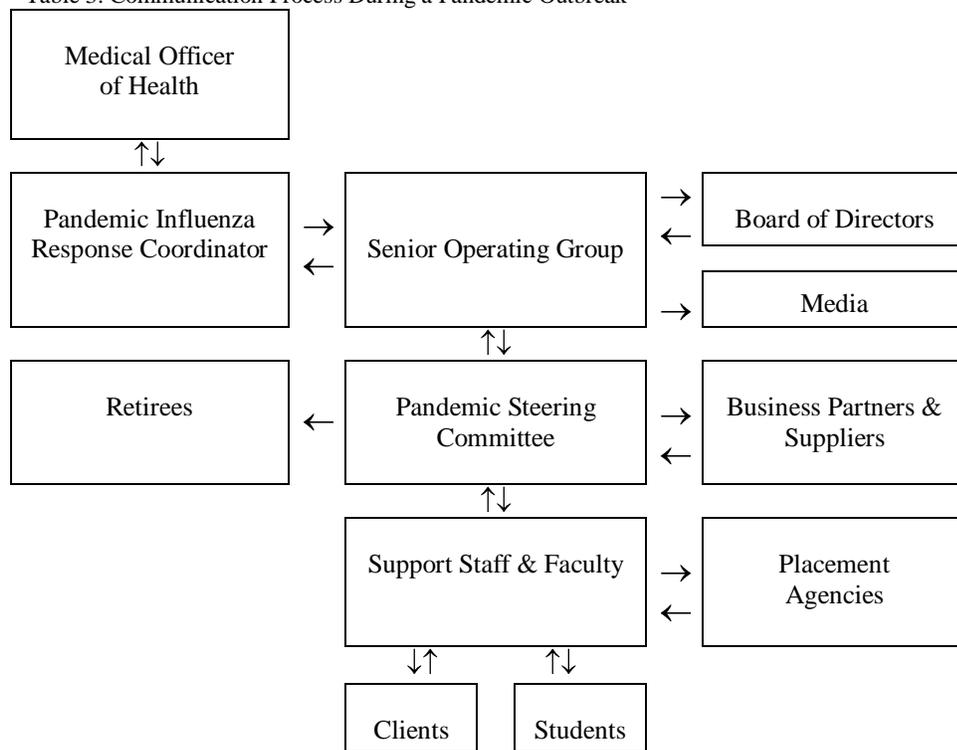
Employees will be responsible for notifying their supervisor of any absence and are requested to stipulate if the absence is due to flu-like illness (see *Appendix D: Protocol for Employee Attendance During a Pandemic Influenza Outbreak*).

Departmental support staff will be responsible to notify Human Resources (HR) with all employee call-ins for illness on a daily basis. They will also be responsible for notifying the Campus Nurse (ext. 4458) with all student call-ins for flu-like illness on a daily basis.

Students

Students will be responsible for notifying their professor or departmental administrative support staff of absence and are requested to stipulate if the absence is due to flu-like illness.

Table 3. Communication Process During a Pandemic Outbreak



Communication Guidelines

1. SOG and Pandemic Steering Committee members must each have at least one other individual who is able to serve as their designate in the event that they fall ill during a pandemic.
2. Each employee will have a copy of the lines of communication to follow (including designates) in the event of a pandemic.
3. All students will have a copy of the lines of communication to follow in a pandemic.
4. PIRC will maintain communication with the Windsor-Essex Health Unit and keep SOG informed of pandemic response developments.
5. Director of Facilities will maintain communication with City of Windsor Emergency Operations Centre and keep SOG informed of developments if an emergency arises during a pandemic.
6. SOG will direct Pandemic Steering Committee Members re: communication with staff as to changes in pandemic status.
7. SOG will manage all public communications regarding the college pandemic plan status. *(See Appendix B: Administrative Communications in a Pandemic Outbreak).*
8. SOG will maintain a log outlining decisions made and actions taken regarding the pandemic.

Overview of Plan

The pandemic flu plan is intended to protect members of the college community and preserve the functioning of college business in the event of a pandemic outbreak. The college is taking a **3-step approach** to pandemic flu planning:

Step 1: Prevention Pandemic illness has not yet been reported

Focus on education of community members on general preventive hygiene measures

Step 2: Preparedness Potential for pandemic illness – No immediate threat

Activities initiated for establishment of Pandemic Steering Committee

Creation of corporate and departmental guidelines for all steps of pandemic plan

Institution of preventive measures and surveillance program

Step 3: Response

A-Alert: Influenza-like Illness reported in US/Canada

B-Back-up: Illness affects 10% of college population

C-Close Services: Illness affects 30% of college population

D-Discuss Reopening: Most Recover from Acute Illnesses

Pandemic Influenza Response Coordinator advises SOG of public health directives.

SOG directs and controls implementation of the corporate response plan, considers risks to individuals and the need for implementing backup plans, and makes decision on if/when to close down college services and operations. Leadership (SOG, Pandemic Resource Team and Pandemic Steering Committee) meets to discuss recovery plans for reinstatement of essential and non-essential services.

Step 1: Prevention

Prevention Activities

1. General preventive measures (*See Appendix A*)

- Hand washing & Use of Respiratory Hygiene to prevent spread of infection
- Protecting oneself from infection by other persons
- Staying Healthy - 3 Keys: Sleep, Diet, Exercise

2. Immunization

Due to a problem with the manufacturing of the influenza vaccine in 2006, vaccines will be available one month later than normal (November rather than October). Those who are at highest risk will be the first to receive the flu vaccine (health sciences, child care services, and those who have chronic medical conditions). Once high-risk individuals are immunized, vaccines will be made available to the rest of the college community.

As always, the Public Health Unit will have vaccine clinics at the college and elsewhere that are open to the general public.

3. Education of College Community Members

All members of the St. Clair College community will receive information about:

- General preventive measures
- Pandemic Influenza facts
- The College Pandemic Plan
- Individual's responsibility in a pandemic outbreak

Step 2: Preparedness

Formation of Pandemic Steering Committee

Pandemic Steering Committee Members are responsible for creating preparedness guidelines for their particular departments. These guidelines are consistent with what their counterparts are doing in the City and the Province. Departmental guidelines follow the College's 3-step approach (*See Appendix E: Departmental Guidelines*). Preparedness guidelines include recommendations for actions that will need to be taken at various stages of a flu pandemic. Planning focuses on management of resources during a pandemic and identifies responsibilities of employees, students, and others within the college community.

Initiation of Surveillance Program

1. It is necessary to keep records of all reported flu and flu-like illnesses during a pandemic (*See Appendix C: Surveillance Logs*).
2. All departments will work with H.R. and the Health Centre to report illnesses.
3. A designated support staff person in each department will be responsible for keeping a log of employee and student absences due to illness.
4. Health Centre personnel will keep a log of staff and students who experience illness while at the College.
5. Human Resource Department will gather data on all employee absences.
6. It will be the responsibility of each and every employee to watch for potential sources of infection and report them immediately to Health and Safety office.
7. Employees and students are encouraged to prepare their home and family in order to maintain optimal wellness (*see Appendix H: Guidelines for Home/Family*)

Step 3: Response

A-Alert: Influenza-like Illness reported in US/Canada

- Alert announced by SOG
- No disruption of college business
- Heightened surveillance and use of protective measures
- Begin reporting of symptomatic population
- Treatment and testing of symptomatic persons

(*See Appendix F: Guidelines for Learning/Work Environments* and *Appendix G: Guidelines for International Recruitment*)

B-Back-up: Illness affects 10% of college population

- Back-up essential services
- Some non-essential services may be disrupted
- Prepare to initiate alternative plans for delivery of services
- Deploy cross-trained individuals
- Continue surveillance and use of protective measures
- Continue reporting and treatment of symptomatic persons

C-Close Services: Illness affects 30% of college population

- Complete disruption of all non-essential services
- Some essential services may be disrupted
- Information lines remain open
- College closes (*See Appendix B: Closure of College Campuses*)

D-Discuss Reopening: Most Recover from Acute Illnesses

- Leadership and Pandemic Steering Committee meet to review criteria and process for return to business
- Essential services reinstated
- Non-essential services reinstated
- College re-opens but remains on alert as it prepares for another wave of influenza

Evaluation

A pandemic event could cause high rates of long-term illness and even death thus greatly reducing the available workforce and other resources needed to restore “normal” business operations. The SOG, in consultation with the Pandemic Resource Team and the Pandemic Steering Committee, will evaluate the plan on a regular basis to determine whether guidelines are current, relevant, and are being implemented; if resources are sufficient; and if goals are being met. For further information, resources are provided in *Appendix I: Pandemic Influenza Resources*.

The Pandemic Plan is considered to be a “living” document that is ever “in process”.

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